SIMPLE LIBRARY CATALOGING

Fred W. Soule
9 Greenport Parkway
Hudson, N. Y.

Elinor Halstead

5 Main Street
Geneseo, N.Y.

Doc 1607
Genl. 2374.1

bart. = baronet

Simple Library Cataloging

By

SUSAN GREY AKERS, A. B.

Assistant Professor of Library Science
Library School of the University of Wisconsin

CHICAGO
AMERICAN LIBRARY ASSOCIATION
1927

Copyright by
The American Library Association
1927

Printed in the U.S.A.

CONTENTS

Page

INTRODUCTION 5

CHAPTER I. Classification 7

CHAPTER II. Choice of Personal Names 12

CHAPTER III. Forms of Names of Anonymous Classics 15

CHAPTER IV. Catalog Cards for Fiction 17

CHAPTER V. Author Catalog Cards for Non-fiction 21

CHAPTER VI. Choice of Subject Headings 32

CHAPTER VII. Secondary Catalog Cards for Non-fiction 40

CHAPTER VIII. Forms of Names of Organizations 54

CHAPTER IX. Catalog Cards for Sets and Continuations . . . 60

CHAPTER X. Arrangement of Cards in a Catalog 70

CHAPTER XI. Library of Congress Printed Catalog Cards: How to Order and How to Use Them . . . 74

CHAPTER XII. Accession Record 79

CHAPTER XIII. Cataloging Supplies 81

APPENDIXES

I. List of Definitions of the Technical Terms Used in this Manual 85

II. Abbreviations 88

III. List of References on Cataloging, and of Aids for the Cataloger 90

INDEX 93

Digitized by the Internet Archive
in 2026

https://archive.org/details/simplelibrarycat0000susa_b2a8

INTRODUCTION

The catalog is the index to the printed contents of the library. For instance if anyone has a general history of the United States and wishes to find something on the Battle of Gettysburg, he looks in the index under Gettysburg, finds the page reference and turns to it. If anyone wishes to find whether a book on a specific subject is in a library, e. g. one on banking, he looks in the catalog under banking, finds the number for the book, then goes to the shelf for the book itself.

The library index (the catalog) should index more than the subjects about which there is material. It should index all the authors of the books in the library, and the titles as well. Thus Terrell Croft, Edward Bok, H. G. Wells, Harry Emerson Fosdick, Henry Curtis and many, many others will be found in the catalog. And titles will be found also, e.g. *Little French girl, Saint Joan, Play and education,* and *Manhood of the Master.* Thus the catalog must answer such questions as these: "Have you anything on refrigeration? Have you a copy of *Where the blue begins?* Is Robinson's *Humanizing of knowledge* in the library? What books have you by O'Shea?"

The purpose of this manual is to give to the librarian, who lacks professional education and experience under expert guidance, the necessary directions for accessioning, classifying, and cataloging a collection of printed material, in order that it may be available for use. Furthermore, an effort has been made to avoid many of the technical terms commonly used in describing these processes, to define those which are used, and to state the necessary rules clearly and simply and as briefly as possible. These rules have been adapted from the authorities on cataloging.

In Chapter I classification is defined and described. Chapters II and III discuss the different forms of personal names and of anonymous classics. Chapter IV takes up the cataloging of fiction, which is treated more simply than non-fiction. Chapter V considers author catalog cards for non-fiction, e.g. a book on electric wiring. It goes into detail even to stating just how each item should be given on the card. Chapter VI is concerned with the choice of subject headings; i. e. with the word or phrase which is chosen to represent in the catalog the subject matter or content of the book. Chapter VII continues the discussion of the cataloging of non-fiction, considering all cards except those for

the author. Chapter VIII is concerned with the names of organizations, which are not encountered as frequently in a small collection as are personal names. Chapter IX discusses the cataloging of sets and continuations. Chapter X gives rules for the arrangement of cards in a dictionary catalog. Chapter XI deals with the printed catalog cards of the Library of Congress and how they may be adapted to a particular catalog. The accession record, though it is the first record to be made of a book, is not touched upon until Chapter XII, as it is a clerical record not necessarily done by the cataloger. Chapter XIII treats of cataloging supplies; i.e. catalog cards, catalog cases, etc. The appendixes are self-explanatory.

Chapter I

CLASSIFICATION

Definition. "To classify books is to place them in groups, each group including, as nearly as may be, all the books treating of a given subject, for instance, geology; or all the books on whatever subject cast in a particular form, for instance, poetry; or all the books having to do with a particular period of time, for instance, the Middle Ages. Its purpose is to make books more available."[1]

Reasons for classifying. Given a miscellaneous collection of books, in order to use them with ease they must be arranged in some way. They could be sorted and put on the shelves in alphabetic order according to their authors or titles. A collection arranged in that way would be many times more useful than a collection without any arrangement. However, collections of books are consulted more frequently for material on a given subject than for any other purpose. People like to have the books on a given subject together as they much prefer examining the books to examining a list or catalog.

Dewey Decimal classification scheme. If books are to be classified by subject some scheme or system of classification must be adopted. "Dr. Melvil Dewey's *Decimal classification* is more widely used in the United States than any other, and it has been adopted by many foreign libraries and booksellers. [It] is used in the *A.L.A. catalogs,* the *Booklist,* and many other library publications."[2] It is published in three forms: as an *Outline decimal classification,* 99 pages, 1921, to be used for very small general collections, which will remain small; an *Abridged decimal classification,* third edition, 184 pages, 1921; and the full *Decimal classification,* eleventh edition, 988 pages, 1922. For the general small library, the type for whose use this manual is primarily written, the *Abridged decimal classification* is the best. For the special library or special collection, which needs the minute subdivisions in the subjects on which it has material, the full *Decimal classification* is best. To quote further from Miss Bacon's pamphlet: "The system is based on Arabic numerals used decimally . . . " The ten main divisions of the Decimal classification are:

[1] Dana, J. C. A library primer. Bost. Library bureau, c1920.
[2] Bacon, Corinne. Classification; rev. A. L. A., 1925.

000 General Works
100 Philosophy
200 Religion
300 Sociology
400 Philology
500 Science
600 Useful arts
700 Fine arts
800 Literature
900 History (including biography, description and travel)

Figures are also used for form divisions (i.e. to show in what form the material is written, e.g. a dictionary) as follows:

01 Theory
02 Outlines, compends, etc.
03 Dictionaries, cyclopedias
04 Essays, addresses, lectures
05 Periodicals
06 Societies, congresses, conferences
07 Study and teaching
08 Polygraphy
09 History

Ex. 900 = History
902 = An outline of history
700 = Fine arts
703 = A dictionary of fine arts

If a miscellaneous collection of books is classified according to the Decimal classification system it means that the books will be grouped according to their subject matter, as general books on all or many subjects, e.g. an encyclopedia; as philosophical books; as books about religion; about sociology. Thus, all the books on science will be brought together, all the books on history, and so forth.

This system is called the Decimal system because each class may be subdivided into ten subdivisions, each subdivision into ten further ones, and the numbers are considered decimally, not consecutively. For instance, the science books may be subarranged:

500 General science
510 Mathematics
520 Astronomy
530 Physics
540 Chemistry
550 Geology
560 Paleontology
570 Biology
580 Botany
590 Zoology

And in turn the books on mathematics may be divided as follows:

510 General mathematics
511 Arithmetic
512 Geometry
513 Trigonometry, etc.

And using the form divisions to show the form of the material on a given subject:

501 Theory, philosophy of science
502 Outline or compend of science
503 Dictionary or encyclopedia of science
504 Addresses, essays, lectures on science

Thus the books can be so arranged that all encyclopedias on music will be together; all handbooks on engineering; all books of English poetry; all histories of the French revolution.

How to classify. The book, which is to be classified, must be carefully examined to see *what it is about, what the author's purpose was in*

writing it, what class of readers will find it most useful. To do this, read the title-page, preface, all or part of the introduction, look over the table of contents as this spreads out before the examiner the skeleton of the book, and read parts of the book itself. Having determined to what class the book belongs, e.g. history, turn to the table for that class—in this case 900. An examination of the table shows that 900 is divided according to place and time, therefore the first question that arises is what country or section of a country is the book about; next, does it cover the entire history of that country or section or only a specific period? Of course if it covers the entire world from the creation to the present time, then it goes in the general number for history, 909. But if the book is limited to United States history it will go in 973; the figure 9 indicating that it is history, 7 that it is limited geographically to North America, and 3 that it is further confined to the United States. The 900 class, which includes history, travel, and biography is a good one with which to begin the work of classification. It is readily determined whether a book treats of history, travel, or biography; and if of history, for example, the country and period of time covered are clearly indicated.

If it is a book of pure literature the first deciding factor is the nationality of the author, the second the form; thus Masefield's poems are put with other books of English literature and in the section with poetry, 821. A book on the theory of electricity would go in the main class science, the division for physics and the section on electricity, 537.

The figures are the notation and the symbol of their respective class, e.g. 620 represents engineering and all general books on engineering would be so marked. If a book is on a specific kind of engineering the third figure changes to show that fact, e.g. 621, mechanical engineering. Having discovered what a book is about and its place in the classification scheme, the number representing that subject in the system (the notation) is put in the book and on its cover, so that all books may be kept together on the shelves in the order of their classes.

General rules for classifying. Sayers[1] gives the following general rules for classifying:

"1. Classify books first according to their subjects . . . except . . . in pure literature where form is paramount.
2. Place a book in the most specific head that will contain it.
3. Avoid classifications which are in the nature of criticism.

[1] Sayers, W. C. B. Introduction to library classification; 2d ed. rev. Wilson, 1922.

4. Consider the predominant tendency or obvious purpose of a book.
5. When two headings clash make a decision as to which is to prevail.
6. When a book deals with 2 or 3 divisions of a subject, place it in the one which is most prominently dealt with; or, if the treatment is equal, in the one which is first treated; when with more than 2 or 3 place in the more general heading.
7. Always have a reason for placing a book where you do place it.
8. When a subject arises which has no place in the classification consider the heading to which it seems most closely allied, and make a place for it there.
9. Place a book where it will be most useful.
10. [Make note of] all decisions, or new headings, which are not already included in the index to the scheme which is being used."

When you are ready to classify a collection of books, first sort them by general groups, then examine those in any group carefully and see precisely what they are about. This is much easier than taking them as they come and switching one's thoughts from science to religion, to drama, to railroading, etc. The rules for classifying quoted from Sayers will be found very helpful. But one learns to classify by classifying. Keep in mind the purpose of classifying; namely, "to make books more available" to the readers for whose benefit classification is done. Be as consistent as possible; in deciding upon a certain class for a certain book see what other books are in that class. Should this book be with them? "Concrete well-defined subjects should be more closely classified than abstract ones." (Bacon)

Changes from the Dewey Decimal classification. To quote from Miss Bacon's pamphlet again: "Some deviations from the D. C. [Decimal classification] tables may often be employed to advantage, e.g. public libraries generally disregard the classification in fiction and arrange all fiction printed in English, whether original or translation, in a single group, alphabetically by authors . . . The average public library will find it best to arrange individual biography alphabetically by subject in a single group, marked either B or 92 [or 921] . . . Almost every library will find lives of artists and musicians more useful classed in art and music. Collective biography [may] be classified according to the D. C. divisions 920-928; or, [preferably] arranged alphabetically by authors in a single group under 920 . . . In any part of the classification the subdivisions may be disregarded and the material collected

under the general number. Similarly, American and English literature may be regarded as a single branch of literature and kept together under the divisions of either 810 or preferably (to correspond to 420) of 820."

Classification aids and how to use them. The *Booklist, Standard Catalog Bimonthly, Book Review Digest,* and *A.L.A. catalogs* give, among other items, the suggested classification number for each book which they list. The *Monthly Bulletin of the Carnegie Library of Pittsburgh;* the *Monthly Bulletin of the St. Louis Public Library;* the *Wisconsin Library Bulletin,* which contains in each number a "Selected list of current books" with their class numbers, are examples of library bulletins which give the Decimal classification numbers. These aids will be found very useful as a check on one's classification; if one is continually in agreement with these aids presumably he knows how to classify. In case of doubt always consult the aids. But having consulted the aids be sure to consult your own collection and see that the number suggested is in accordance with its usage and is the best place for that book in that library. An aid may change its policy as the *Booklist* has just done in regard to the use of 810 and 820. If a collection is to adopt such a change in its policy it must change all of its books and records involved in that change of policy.

Book numbers. It may be well to mention at this point that the majority of book collections are marked and arranged by a notation which consists of the classification number and within each specific group by a book or author number. This number is a combination of letters and figures taken from an author table, e.g. Cutter's *Three-figure alphabetic order table.* These tables are so worked out that when the first one or two letters from the author's name and one to three figures in the table are arranged in alphabetic and numeric order (considering the third figure as a decimal, thus AL22 follows AL212) the authors are in alphabetic order. If it is found necessary or advantageous to keep the books in a collection in exact order it is best to use book numbers as well as classification numbers. Fiction is best arranged on the shelves alphabetically by author and if two men named Allen have their works mixed up it makes no special difference. Few libraries use any notation on fiction, either classification or book numbers, though many of them use both for non-fiction. However, many libraries, both large and small, have found that they can keep their books in satisfactory order, by putting the classification number only on all non-fiction, then arranging it alphabetically by the author. Thus it is well, particularly in a small collection, to omit book or author numbers.

Chapter II

CHOICE OF PERSONAL NAMES

Introduction. Offhand it seems simple to make catalog cards for the authors of all the books and it is not difficult, if one knows how to meet the problems which are presented. Even in cataloging the smallest collection it will soon be discovered that all authors do not have simple names, such as William Jennings Bryan; and that if they have they may publish one book as William Bryan, another as W. J. Bryan, and yet another as W. Jennings Bryan. In that case the obvious thing to do is to learn the author's full name—William Jennings Bryan—and use that form for all his books; then they will be found together in the catalog.

An investigation of any miscellaneous group of books will show quite a variety of kinds of names; but further investigation will show a limited number of groups of types of names, thus indicating the possibility of introducing a system. The names may be complicated but catalogers have sought to simplify the task of locating the names in the catalog by framing rules to cover the points most often encountered.

There are two general rules about authors: (1) List an author under the best known form of his name, putting the surname first, then the given names; (2) *Always use the same form* of an author's name.

Authors' names fall into the following groups: simple surnames, compound surnames, surnames with prefixes and suffixes, noblemen with both family name and title, married women's names, and pseudonyms.

Rules for authors' names.

1. *Simple surnames with one or more given names:*

"Enter under the family name followed by the [given names]." (A. L. A.[1] 24, adapted)

Ex. Young, Francis Brett
Belloc, Hilaire
Wells, Herbert George
Tarkington, Booth (this form is better known than Newton Booth Tarkington, and is the one he always uses).
Milne, A. A.
Smith, E. Boyd
E., M.

[1] American library association. Catalog rules; author and title entries; comp. by committees of the American library association and [British] Library association. A. L. A., 1908.

2. *Compound surnames:*

"Enter compound surnames under the first part of the name and refer from the other parts." (A. L. A. 25)

Ex. Lloyd George, David
Forbes-Robertson, Sir
Johnston
Baring-Gould, Sabine
Seton Thompson, Ernest

3. *Surnames with prefixes:*

"In English under the prefix, no matter from what language the name is derived." (Cutter[1] 29b)

Ex. Van Vechten, Carl
De Quincey, Thomas
De la Mare, Walter

"Naturalized names with prefixes are to be treated by the rules of the nation adopting them." (Cutter 29d)

Ex. Van Dyke, Henry

"In French and Belgian under the prefix when it is or contains an article, Le, La, L', Du, Des; under the word following when the prefix is a preposition, de, d'." (Cutter 29a)

Ex. La Fontaine, Jean de
La Ramée, Louise de
Du Chaillu, Paul B.

"In all other languages under the name following the prefix." (Cutter 29c)

Ex. Goethe, Johann Wolfgang von
Beethoven, Ludwig van

4. *Noblemen with family name and title:*

"Enter a nobleman under his latest title unless he is decidedly better known by the family name or an earlier title." (A. L. A. 33)

Ex. Walpole, Horace, 4th earl of Orford (entered under family name)
Avebury, John Lubbock, 1st baron (entered under title)

5. *Married women's names:*

"Enter a married woman under her latest name unless she has consistently written under . . . her maiden name or the name of a former husband." (A. L. A. 41)

Ex. Morrow, Mrs. Honoré (McCue) Willsie (latest name)
Wiggin, Mrs. Kate Douglas (Smith) (former husband's name. She became Mrs. Riggs later, but kept her writing name as Wiggin)

[1] Cutter, C. A. Rules for a dictionary catalog; 4th ed. rewritten. Wash. Govt. print. off., 1904.

Note that the husband's surname is used first, but her own given names follow; and that her maiden name is enclosed in parenthesis.

6. *Pseudonyms:*

"Enter under the best known form, whether pseudonym or real name. In case of doubt use real name." (Fellows[1] 86a)

Ex. Eliot, George, pseud. (pseudonym best known)
Brontë, Charlotte (real name best known)
Clemens, Samuel Langhorne, or Twain, Mark, pseud. (both equally well-known, therefore choose one and enter all his books under it)

7. *Combination of the preceding:*

Compound surname, as family name, and a title. First apply rule as to whether to enter under family name or title. If under family name apply rule in regard to compound surnames. Do likewise for prefix names.

Ex. Bulwer-Lytton, Sir Edward George, 1st baron Lytton

Conclusions. It will be seen from these rules that all authors' names will fall into one of the preceding groups. The only loophole seems to be where the rule is not definite, but says "best known," or, as in the rule for pseudonyms, the rule reads "real or pseudonym." "Best known" form would be the one used on the title-page of most of his or her books; or the one given in most biographical dictionaries, encyclopedias, the *Booklist, A. L. A. catalogs,* Mann's *Subject headings for use in dictionary catalogs of juvenile books,* and other standard authorities. Where there is a local inclination to use one form or another follow the local choice. Where there is no choice—and one is as well known as the other—choose one form and always use it. There may be cases where the librarian does not know whether it is the real name or a pseudonym. Consider it a real name. If later it proves to be a pseudonym, add the abbreviation "pseud." to the name as given in the catalog.

Though authors may use different forms of their names on the title-pages of their books, a catalog must adopt one form and always enter books under it, referring from any other forms with which the public may be familiar.

[1] Fellows, J. D. Cataloging rules; 2d ed. Wilson, c1922.

Chapter III

FORMS OF NAMES OF ANONYMOUS CLASSICS

Anonymous classics and sacred books. "Under the term 'anonymous classics' are included epics, national folk tales and some other works whose authors are unknown and which have appeared under various forms of title, either in the original or by translation (e.g. *The Arabian nights' entertainments, The thousand and one nights, Stories from the Arabian nights, Book of the thousand and one nights, Tales from the Arabic,* etc.) so that entry under the first word of the title . . . would result in the scattering of editions. To prevent this, the name by which, in the cataloger's judgment, the book is best known, is adopted as an author heading and thus treated on all cards. The Bible and similar sacred books are cataloged on the same principle." (Fellows)

"Enter the Bible or any part of it (including the Apocrypha) in any language, under the word 'Bible'. Treat in like manner the Talmud, Koran, and similar sacred books, using the English name." (A. L. A. 119)

Ex. Bible
The holy Bible containing the Old and New Testaments.
Bible. New Testament
The New Testament of our Lord and Saviour, Jesus Christ.
Koran
The Koran commonly called the Alkoran of Mohammed; tr. into English from the original Arabic by George Sale.

"Enter epics, national folk tales, and the like under the English name by which they are known and refer from the [other names]." (A. L. A. 120)

Ex. Arabian nights
The Arabian nights' entertainments.
Song of Roland
The song of Roland; tr. by Isabel Butler.
Mother Goose
The real Mother Goose.

Use the following list[1] of best known forms as author headings:

Arabian nights
Beowulf
Domesday book
Eddas
Kalevala
Koran
Mabinogion
Mother Goose
Nibelungenlied
Njals saga
Reynard the fox
Song of Roland
Talmud
Vedas

[1] Wisconsin. University. Library school. Cataloging rules on cards. Democrat prtg. co.

Anonymous books. Anonymous books are books whose authors are not known or at least the books were published anonymously. "Enter anonymous works under the name of the author when known, otherwise under the first word of the title not an article." (A. L. A. 112)

Ex. The log cabin lady.
Charles, Mrs. Elizabeth Rundle.
The chronicles of the Schönberg Cotta family.

Chapter IV

CATALOG CARDS FOR FICTION

Introduction. Given Honoré Willsie Morrow's *The Devonshers,* Anne Douglas Sedgwick's *The little French girl,* Louisa M. Alcott's *Little women,* Charles Dickens' *Old curiosity shop,* how are they to be cataloged? As stated in the Introduction the catalog is the index to the printed contents of the library and is expected to answer such questions as these: "Is there a copy of *Where the blue begins* in the library?" "What books does the library have by Sabatini?" To answer these questions all that is necessary is a card in the correct alphabetic place in the catalog for the author of the book of fiction and another card in the correct alphabetic place for the first word (not an article) of its title.

Information on the catalog card for fiction. The title-page is the "official page" from which the cataloger gets his information about a book. Take e.g. this book, the title-page reading:

The
Perfect Tribute

By
Mary Raymond Shipman Andrews

New York
Charles Scribner's Sons
1906

Upon examining the book it is found to be fiction. Then author and title are the only items needed on the catalog cards. The title-page gives the author's name as Mary Raymond Shipman Andrews. Chapter II, rule 5, gives the directions to follow in choice of name. Always look an author's name up in one or more biographical dictionaries, encyclopedias, the *Booklist, A. L. A. catalogs,* or some other standard authority.[1] The *Booklist* and the *A. L. A. catalog, 1904-1911* both give the name as Mrs. Mary Raymond (Shipman) Andrews, which is in accordance with rule 5 referred to above.

[1] See Appendix III for a list of authorities.

As a rule the use of the catalog, in the case of fiction, is to show (1) if a certain book belongs to the library; (2) who is the author of a given title; or (3) what books the library has by a certain author. Thus the author card (so named from entry on the top line) bears the author's name on the top line, and the title of the book on the next line; and is filed in the catalog in its alphabetic place by surname of author. The title card just reverses the order, having the title of the book on the top line (hence the name, title card) and the author entry on the next line. These two cards containing these two items are all that are considered necessary for the usual book of fiction.

1. Author card for fiction

Andrews, Mrs. Mary Raymond (Shipman)
The perfect tribute.

2. Title card for fiction

The perfect tribute.
Andrews, Mrs. Mary Raymond (Shipman)

The catalog cards for fiction (nos. 1-2) then will contain the information noted, —— the publisher, place of publication, date, etc., being unnecessary.

Another type of fiction is the anonymous book, which is the easiest of all as only one card (no. 3) is necessary and that has only the title on it. Chapter III, p. 16 gives the rule for the entry for this type of book. If the author's name is found later, write it on the top line. Then make a regular title card. If the book is published anonymously

3. Card for anonymous book of fiction

The log cabin lady.

(i.e. if no author is given on the title-page or in the book) but the author is known (no. 4), catalog as any other work of fiction, and state in a note that it is published anonymously.

4. Author card fiction published anonymously, author known

Arnim, Mary Annette (Beauchamp)
Elizabeth and her German garden.

Pub. anonymously.

The author's name was found in this form in the *A. L. A. catalog, 1904-1911.*

Rules for cataloging fiction.

1. *Author.* Use the best known form of the author's name, giving the surname first. (See Chapters II and III for forms of names.)

2. *Title.* Give the brief title just as it is found on the title-page omitting any unnecessary matter. Follow the title-page as regards the use of figures in the title, i.e. writing the words out or using the figures, e.g. "1492, by Mary Johnston"; "The 13th district, by Brand Whitlock."

3. *Indention.* The author's name begins at the first indention (8th typewriter space from the left edge of the card, i.e. first or outer vertical line of a card ruled for handwriting) and if it runs over to the second and following lines, it begins at the second indention (12th typewriter space from the left edge of the card, i.e. second or inner vertical line of a card ruled for handwriting).

The title begins on the line below the author at the second indention. If it runs over on the following lines it begins at the first indention, thus forming a paragraph.

4. *Capitalization in the title.* "Initial capital letters are to be used for names of persons, personifications, places, and bodies, for substitutes for proper names, and for adjectives derived from these names; for the first word of the title of a book . . . In all doubtful cases avoid the use of capitals . . . Capitalize . . . the first word of every title quoted, and every alternative title introduced by *or* or its equivalent." (A. L. A. 172)

Ex. The last of the Mohicans; or, A narrative of 1757.

5. *Punctuation.* Put a comma after the author's surname, periods after abbreviations as usual. In the title a colon precedes an explanatory subtitle, e.g. *The kindred of the wild: a book of animal life;* a semicolon, the word "or" and a comma precede an alternative title (see example under 4); a semicolon is also used before a phrase stating that the book has been translated, edited or illustrated by someone other than the author (such phrases, however, rarely need to be included on the catalog card for fiction, as the reader is only interested in the brief title). A comma is used to separate lists of adjectives or nouns as usual. There is a period at the end of the title.

6. *Spacing.* The author's name on an author card, the title on a title card begin half an inch from the top of the card, if writing on the typewriter (on the top line if it is a card ruled for handwriting). There is one typewriter space (the space of one letter on a handwritten card) in the author heading and in the title after all marks of punctuation, except after a period following an initial of a personal name.

Chapter V

AUTHOR CATALOG CARDS FOR NON-FICTION

Introduction. In the preceding chapter the cataloging of fiction was discussed. It was shown that only author and title catalog cards need to be made for fiction and that on these cards the only necessary items are the author's full name and the title. However, for books of non-fiction the date and certain other items are essential.

Cataloging a book of non-fiction. Take for example Raymond's *The public and its utilities,* the title-page reads:

The Public
And Its Utilities

By
William G. Raymond, C. E. LL. D. Eng. D.
Professor of Engineering and Dean of the College of Applied Science
in the State University of Iowa

New York
John Wiley & Sons, Inc.
London: Chapman & Hall, Limited
1925

It does not contain any bibliographies nor lists of references. There are amortization tables and diagrams illustrating the book. On the back of the title-page is found Copyright 1925.

5. Author card for non-fiction showing imprint and collation

```
380      Raymond, William Galt
             The public and its utilities.
         Wiley, c1925.
             Illus. tab.
```

Having examined the book the next step is to classify it (see Chapter I); having decided upon the classification number write it, in pencil, on the page following the title-page in the upper left-hand corner. Then the cards (nos. 5-7) for the catalog and for the shelf-list are made.

Another title-page reads:

Steam Power Plant
Engineering

By
G. F. Gebhardt
Professor . . .

Sixth Edition, Rewritten
Total Issue, Thirty-seven Thousand

New York
John Wiley & Sons, Inc.
London: Chapman & Hall, Limited
1925

On the back of the title-page is given: Copyright 1908, 1910, 1913, 1917, 1925. The book contains diagrams and tables. Appendix C in the back of the book, p. 1011-1012 is: "References to detailed description of modern central and isolated stations." There are references to articles in periodicals at the ends of some of the chapters.

6. Author card for non-fiction showing statement about edition, imprint, collation, and notes

```
621.1    Gebhardt, G        F
             Steam power plant engineering; 6th
         ed. rewritten.     Wiley, c1925.
             Illus. tab.

             References at ends of some of the
         chapters.
             Appendix C: References to detailed
         descriptions of modern central and iso-
         lated stations, p. 1011-1012.
```

7. Author card including a series note

973.1 Huntington, Ellsworth
The red man's continent: a chronicle of aboriginal America. New Haven, Yale univ. press, c1919.
Illus. maps. (Chronicles of America, v. 1)

A work in two volumes. Each of the books cataloged above is in one volume. De la Mare's *Collected poems, 1901-1918* is in two volumes. The title-page reads:

Collected Poems
1901-1918

By
Walter De La Mare
In Two Volumes
Vol. I

New York
Henry Holt & Company
1920

8. Author card for a work of non-fiction of more than one volume, and which has its contents listed

821 De la Mare, Walter
Collected poems, 1901-1918. Holt, c1920.
2 v.

Contents.-v. 1 Poems, 1906.-The listeners, 1914.-Motley, 1919.-v.2 Songs of childhood, 1901.-Peacock pie.

The title-page of Volume II is like that of Volume I, except that it reads. "In Two Volumes, Vol. II." One card (no. 8) records both volumes. And this is true of all works of two or more volumes, which have title-pages alike.

A work by joint authors.
(Cards Nos. 9-10)

Hero Tales
From American History

By
Henry Cabot Lodge
and
Theodore Roosevelt

New York
The Century Co.

On the back of the title-page the following dates are given: "Copyright 1895" and "Copyright renewed 1922." There are a frontispiece and three plates.

9. Author card for non-fiction, showing joint authors, and contents by two different authors grouped by author

973 Lodge, Henry Cabot and Roosevelt, Theodore.
Hero tales from American history, by Henry Cabot Lodge and Theodore Roosevelt. Century, c1922.
Illus.

Contents.-George Washington; The Battle of Trenton; Bennington; Gouverneur Morris; The burning of the "Philadelphia"; John Quincy Adams and the right of petition; Francis Parkman; General Grant

See next card

10. Extension card

973 Lodge 2
and the Vicksburg Campaign; Robert Gould Shaw; Charles Russell Lowell; Sheridan at Cedar Creek; Abraham Lincoln, by H.C. Lodge.-Daniel Boone and the founding of Kentucky; George Rogers Clark and the conquest of the Northwest; King's Mountain; The storming of Stony Point; The cruise of the "Wasp"; The "General Armstrong" privateer; The Battle of New Orleans; "Remember the Alamo"; Hampton

See next card

11. Main card, editor in author position

822 Dickinson, Thomas Herbert, ed.
Wisconsin plays: original one-act plays from the repertory of the Wisconsin dramatic society. N.Y. Huebsch, c1914.

Contents.-The neighbours, by Zona Gale.-In hospital, by Thomas H.Dickinson.-Glory of the morning, by William Ellery Leonard.

12. Author card, showing note in regard to another title for this book

938 Lamprey, Louise
The childhood of Greece; with illus. by Edna F. Hart-Hubon. Little, c1924.
Illus.

Also pub. under title: Children of Greece.

Compiler, editor, or translator as author. The title-page reads:
(Card No. 11)

Wisconsin Plays
Thomas H. Dickinson Editor

Original one-act plays from the repertory of
The Wisconsin Dramatic Society
Zona Gale
Thomas H. Dickinson
William Ellery Leonard

New York
B. W. Huebsch
1919

The same book with two different titles.
(Card No. 12)

The
Childhood of Greece

By
L. Lamprey
With Illustrations By
Edna F. Hart-Hubon

Boston
Little, Brown, and Company
1924

The other copy has the title: *Children of ancient Greece;* in every other respect the two title-pages are exactly alike; and the illustrations and text are exactly alike. Both of them have "Copyright 1924" on the back of the title-page.

Rules for cataloging non-fiction.

1. *Classification number.* This number, which is necessary to direct the reader to the shelves, is given on the catalog cards for all books of

non-fiction. It is written on the top line at the extreme left edge of the card. Some catalogers put this number in red to make it more conspicuous.

2. *Author.* As in the case of fiction, the best known form of the author's name is used and the name is inverted. (See Chapters II-IV for forms of names.)

The title-page reproduced on p. 21 reads: "by William G. Raymond, C.E., LL.D., Eng.D. Professor of Engineering and Dean of the College of Applied Science in the State University of Iowa." For catalog cards the author's name is sufficient for identification, so that statements regarding the author, all degrees and positions held by him, etc., are omitted. Look up his name in *Who's who in America,* the *Booklist,* or any recent biographical dictionaries or lists of books the library may possess. If he is not found in any of the aids available use the name as found on the title-page, i. e. Raymond, William G. But in this case *Who's who in America* does give the full name as Raymond, William Galt, so that form will be used. It is only where names are complicated and authors at times use different ones, different spellings, etc., that it is advisable to verify the form in two or more authorities.

The title-page on p. 22 reads: "G. F. Gebhardt." His full given names are not easily found, so just the initials are written on the catalog card. Eight spaces on the typewriter (two centimeters on a hand-written card) are left after each initial, so that names may be filled in if found later.

On p. 26 a title-page is reproduced, which shows no author, as the book consists of three plays, by as many different authors. One of these authors is the editor of the book, therefore his name is given on the catalog card in author position. To distinguish the entry from an author entry the abbreviation "comp.," "ed.," or "tr." is added four spaces on the typewriter (one centimeter) after the comma following his given names. Otherwise the card is just like a regular author card.

"Enter . . . collections of independent works, essays, etc. by various authors under the compiler or editor, individual or an organization." (A. L. A. 126)

3. *Title.* The rules for titles, their proper indention, capitalization, punctuation and spacing, in cataloging non-fiction are the same as for fiction, p. 20.

"Enter a work written jointly by two authors under the name of the one first mentioned on the title-page . . . give the names of the

others in the title if there are no more than three, or if more than three in a note or in the contents. Make . . . references for the second and following authors." (A. L. A. 2)

The second example given (p. 22) after the author's name on the title-page had: "Sixth Edition, Rewritten Total Issue, Thirty-seven Thousand." This statement means that the book has been revised six times and some changes made in the text each time. There were five copyright dates given; evidently one edition had such slight changes it was not thought worthwhile to recopyright it. That the catalog card may identify this particular book and that an engineer may know that the library has the new sixth edition which has been rewritten and not the old third edition, which he may have, this item *6th ed. rewritten* is put on the catalog card. "Consider the statement specifying the edition as a part of the title. It is to be given in the language of the book and in the order of the title-page, except that customary abbreviations may be used." (A. L. A. 148) This information is preceded by a semicolon. It may be found on the title-page, as in this case; on the back of the title-page; or in the preface or introduction. (See Appendix I for abbreviations which may be used.) Do not specify a first edition. Assume that it is a first edition unless otherwise noted. Always use figures for the number of the edition. If the library has two or more editions of the same book, each edition is cataloged separately, but not necessarily on separate cards.

"Total Issue, Thirty-seven Thousand" merely means that 37,000 copies of this book have been printed. This is unimportant and so is omitted from the catalog cards.

4. *Imprint.* The term *imprint* refers to "the place, publisher's name, and date, ordinarily printed at the foot of the title-page." (A. L. A.) The reproductions of title-pages on p. 21 and p. 22 each give two places of publication and two publishers, an American and an English one; those on p. 23-24 and p. 26 have only one place of publication and one publisher. In cataloging a small collection, give the first only of two or more places of publication and publishers, unless the first is a foreign and the second an American one, in which case the American one alone is given. If the firm name is a personal one, the surname is sufficient; if the surnames are hyphenated both are given; if the name is an impersonal one the usual abbreviations are given.

Ex. Scribner, for Charles Scribner's sons
McGraw-Hill, for McGraw-Hill book company
World bk., for World book company

The place of publication may be omitted for all well-known publishers and the name given in abbreviation.

Ex. Holt, c1920, *but* N. Y. Huebsch, c1914

(See Appendix I for a list of publishers to be used without place, and places to be used in abbreviation.)

The date of publication is the date given at the foot of the title-page. It is changed whenever the book is reprinted. The important point is not when was this copy printed, but when was it written and when were the latest changes made in it. The latest copyright date shows this, for books are recopyrighted whenever important changes are made in them; therefore use the latest copyright date. The letter c thus, c1926, before a date shows that it is the copyright one. If there is no copyright date, give the date of publication; if no publication date give the date in or at the end of the preface or introduction, preceding it by the abbreviation "pref." or "introd."; if no date is given anywhere, use the abbreviation "n.d." Use Arabic figures even though the book uses Roman numerals.

Ex. Houghton, c1925. Houghton, 1926. Houghton, introd. 1918. Houghton, n.d.

Where a work is in several volumes, frequently the volumes will have different dates. For example, in Lord's "Beacon lights of history," the fifteen-volume edition, eight different "latest copyright dates" are given. In such cases the first and last of these inclusive dates are given, e.g. c1883-1902. The earliest copyright date is not always the one for the first volume. The person or firm copyrighting a volume is of no importance in the catalog, so variation in this fact is not noted.

The imprint follows the title. Leave four typewriter spaces (one centimeter) between them, in order to give emphasis to the imprint group. Separate the place (if given) and the publisher, the publisher and the date by commas unless a period following an abbreviation is necessary. Put a period after the date. From the first line of the title on through the imprint there should be paragraph indention. Thus the imprint will begin at the first indention if it commences on a new line.

5. *Collation.* The term *collation* refers to "that part of the description which specifies the volumes, pages, illustrations, plates, maps, etc., constituting the book." (A. L. A.) "The collation is to be given on a separate line immediately after the imprint [and is to begin at the second indention]." (A. L. A.) "Give the number of volumes [if more than one]." (A. L. A. 159, adapted)

The title-page may include a statement as to the number of volumes, the number and type of the illustrations; or this information may be discovered only through an examination of the book. Include frontispieces, plates, diagrams, charts, plans, facsimiles under the general term "illustrations," using the abbreviation "illus." Specify maps, portraits, and tables, if important. Give them in the following order and abbreviation: 3 v. illus. maps, port. tab. If a work is in two or more volumes, and the library does not have all of them, give what it has in pencil so that changes may be easily made when the set is completed, e.g. *v. 1, 3,* illus. maps. (See the sample cards on p. 21-25, 64, and 66 for examples of collation.)

6. *Series note.* A series is "a number of volumes, usually related to one another in subject or otherwise, issued successively by a publisher, as a rule in uniform style, with a collective title which generally appears at the head of the title-page, on the half-title, or on the cover. [A series note states] the name of a series to which a book belongs. [It] follows the collation [and is given in parenthesis]." (A. L. A.) The name of the series may be found on the outside cover of the book, on one of the pages preceding the title-page, or at the head of the title-page.

It is not necessary always to include the series on the catalog cards and in a very small public library it may always be omitted. But school libraries may find it very useful, especially for the important subject ones, e.g. "Chronicles of America." In some schools an effort is being made to direct the pupils' attention to the differences that exist among books in their authority as sources of information, their literary excellence, and their physical make-up; in a small school collection for the use of such students it would be well worth while to include on the catalog cards the series note for the important subject or publishers' series.

7. *Notes.* Notes "may be used to cover the following points: bibliographies, authorities, etc., pseudonyms, sequels, variations in title, editors and translators, source of the book if first published serially, bound with something else." (A. L. A. 168, adapted) The following order[1] for notes is suggested: (1) added information about the physical make-up of the book, (2) notes explaining variations in title, (3) notes on pseudonyms, sequels, editors and translators, (4) source of the book, fact that it is bound with some other work, (5) bibliographies or lists of authorities consulted.

[1] Based on the footnote on p. 56 of the A. L. A. rules.

Notes are given in paragraph form, each note forming a separate paragraph, i.e. the first line of each note begins at the second indention and succeeding lines begin at the first indention. One line is skipped between the collation or series note and the notes described here.

8. *Contents.* "Give contents of books containing several works by the same author, or works by several authors, or works on several subjects, or a single work on a number of subjects, especially if the collective title does not sufficiently describe them . . . Give contents in the order in which they appear in the book and in paragraph form . . . In case different parts are written by different authors let the name of the author follow rather than precede the title, provided always this is the order of arrangement in the book." (A. L. A. 167) "The period is used in contents (followed by a dash) to separate items." (A. L. A. 173) (See the sample cards on p. 23-25.) The card on p. 23 shows contents for a work in more than one volume, but the entire book is written by one author. The card on p. 24 is for a one-volume work, showing contents by two different authors grouped so that each author's name needs only to be given once. Notice the comma before the phrase "by ———." Contents are given in paragraph form and follow notes or the series note or collation. If they follow the collation or series note, one line is skipped before they are given.

9. *Extension cards.* If all of the data for one book cannot be written on one card they are continued on extension cards. (See p. 25.) "See next card" is typed (or stamped with a rubber stamp, made for that purpose) on the last line above the hole, close to the right-hand edge of the card whenever an extension card follows. The classification number and first or filing word of the first card are repeated on the top line of all extension cards, the number of the card is written near the center of the line, and the information is continued from the preceding card at the same indention it would have taken on that card. As many extension cards are made as may be necessary. Extension cards may be tied to the first card with heavy white thread. Tie the thread over a pencil as this makes it just loose enough to turn easily and not cut the card.

Chapter VI

CHOICE OF SUBJECT HEADINGS

Introduction. This chapter deals with the question of how to determine of what subject a book treats and the heading to be used on the subject card to express that subject. The form of the subject card will be explained in Chapter VII.

Of what subject does the book treat. To determine the subject of a book requires that examination of the book, which was described on p. 8 in discussing "How to classify." To repeat: read the title-page; look over the table of contents very carefully as this is the skeleton of the book; read the preface; read or look through the introduction; and dip into the book itself in several places. This examination will show what the book is really about and what the author's purpose was in writing it. It may treat of (1) one subject, of (2) several distinct phases of a subject, or of two or more subjects. Thus it may need (1) one subject entry; (2) two or more subject entries.

Choice of subject headings. In deciding upon the heading for a subject entry choose that one which most truly represents the contents of the book or a certain part of the book, that is, the most specific heading possible. For example if a book is about trees, how to identify them, their uses for ornamentation, use the specific subject heading Trees. The subject Botany includes the subject Trees but it obviously includes a great deal more and this book tells of no other plant than the tree. The subject Forests and forestry treats of trees as they grow in forests, how to care for and preserve forests, and does not treat of trees as individual varieties, trees as an ornament for lawns and streets, etc.; therefore it would not be a suitable heading for this book. Likewise, Fabre's *The life of the fly* would have the specific heading Flies, and not the general one Insects. Of two equally correct and specific headings, namely, Birds and Ornithology, the choice depends upon the type of library, and a reference should be made from the one not chosen. In a public or high school library choose the heading Birds as being the term commonly used by the readers. In a special ornithology library use the heading Ornithology, for the users of the library will be quite familiar with the scientific terms relating to that subject.

Take opposites such as Temperance and Intemperance; a book on one of these subjects will necessarily include material on the other, therefore choose one, e.g. Temperance and put all the material under it, referring to it from Intemperance.

Subdivisions of a subject. Most subjects can be subdivided by (1) phase, (2) form, (3) geographical area, (4) period of time. For instance the subject Birds would be used for a general book on that subject. But if a given book is limited to Protection of birds or Migration of birds the general subject heading Birds can be limited by adding (1) a phase subdivision as e.g.

Birds. Protection
Birds. Migration

Suppose, however, the book is not a book about birds but a list or bibliography of books about birds, add (2) the form division Bibliography and the subject heading will be: Birds. Bibliography. Or the book may be on birds of the United States, and the subject then is limited by (3) geographical area, Birds. U. S.

In some subjects, notably history, next to the geographic area, the period of time described is the important item. For a general history where there is no geographic limitation the period of time covered is the only important item. Take for instance H. G. Wells' *Outline of history* which begins with the creation of the world and continues, including all lands, up through the time of the world war, the subject heading would be History, Universal. But a history which, though covering all lands, stops at the beginning of the Middle Ages would have the subject heading History, Ancient. A general history of the United States, however, would have the subject heading U. S. History. The name of the country here is put first as it is most important that all material about any one country may be found together in the catalog. And if the book is further limited to the history of the United States during the Revolution the subject heading would be U. S. History. Revolution. The use of subdivisions depends upon the amount of material on that subject listed in the catalog. If the collection contains only a few (e.g. five) books treating of United States history they may as well all have the same subject heading, U. S. History. But if there are more than that, (e.g. a dozen or more), perhaps three general works covering the history of the United States from the Revolution till the present time; two books dealing exclusively with the Revolutionary period; one on the Civil War period; two on the history of the period

since 1898, it would be well to group them in the catalog under such headings as U. S. History; U. S. History. Revolution; U. S. History. Civil war; U. S. History. 1898-

To sum up this matter of the choice of subject headings, use that term or terms which most clearly describes the contents of the book.

"In choosing between synonymous headings prefer the one that—(a) is most familiar to the class of people who consult the library; (b) is most used in other catalogs; (c) has fewest meanings other than the sense in which it is to be employed; (d) brings the subject into the neighborhood of other related subjects." (Cutter, 169)

Subject heading lists. Next in importance to choosing the right subject heading for a book is to use the same wording to express that same subject for all books or parts of books on the same subject; so that they may be brought together in the catalog under *one* subject heading. To do this it will be necessary to have a carefully worked out list of subject headings from which to choose; in order to get the best possible wording for the heading and furthermore to have a list of headings which can be checked to show just exactly what headings have already been used.

At the present time there are available for small public libraries two very good lists; namely, Sears, *List of subject headings for small libraries*[1] and Mann, *Subject headings for use in dictionary catalogs of juvenile books*.[2] If the library has separate catalogs for the adult and the juvenile books, it is probably preferable to use Sears for the adult catalog and Mann for the juvenile catalog; and if the catalogs are together to use Sears.

How to use subject heading lists. Having determined what the book is about the next step is to look in the subject heading book, adopted for the library, for a suitable heading which expresses the contents of the book. Notice that the subject headings are listed in alphabetic order and that only the first word is capitalized.

Reproduction of part of p. 283 of Sears, *List of subject headings for small libraries*

V Pantomime
See also Ballet
Refer from (see also ref.) Acting; Amateur theatricals; Ballet; Drama; Theater

[1] Published by Wilson, 1926. 2d ed. rev. & enl.
[2] Published by the A. L. A., 1916.

Papacy
See also Catholic church; Popes
Refer from (see also ref.) Church history; Church history—Middle ages; Popes

Paper
See also Stationery
Refer from (see also ref.) Fibers; Stationery

√ Paper cutting
See √ Paper work

Paper making and trade
See also Wood pulp
Refer from (see also ref.) Manufactures

Paper money
See also Greenbacks; Legal tender
Refer from (see ref.) Bills of credit; Fiat money
Refer from (see also ref.) Currency question; Finance; Legal tender; Money

√ Paper work
Refer from (see ref.) √ Paper cutting

If directly after a possible subject heading, e.g. "Paper cutting" it says "see Paper work" it means that the latter form, "Paper work" is the best form to use for entry for all books on this subject. Turning to it in its proper alphabetic place on this same page, notice there is no "see" after it. Thus if the book being cataloged is on paper cutting the heading on the subject card will be "Paper work," and a *see reference* will be made from the other term. Looking down this page "Pantomime," "Papacy," "Paper" all are subjects which may be used for books.

If the book being cataloged is on automobiling look in Sears and see if that term is used. On p. 30 "Automobiles" is given and below it "Automobiling. See Automobiles"; therefore the book will have the subject entry "Automobiles." Given a book with the title Paper making, on turning to "Paper making" in Sears one finds: "Paper making and trade, See also Wood pulp." Examination of the book shows that it treats of Wood pulp, though it does not use that term as title, and so that heading will be used for the subject entry.

Pages VIII-IX of the Introduction to Sears explain what subjects have been included; what omitted; the usage in regard to the singular or plural form of a word and the provision for subdivisions. Earlier in this chapter the question of *form* divisions of a subject, e.g. "Bibliography," was mentioned. At the end of Sears' Introduction is given a short list of form divisions which may be used under any subject.

Reproduction of part of p. 57 of Mann, *Subject headings for use in dictionary catalogs of juvenile books*

√ Fairy tales (Page 11)
See also Fables; Legends; Myths
Refer from English literature; Fables; Fairies (s); Legends; Literature; Myths; √ Stories (s)

Faith *Refer from* Character; Ethical stories
Falconry *Refer from* Birds; Hawking (s); Hunting; Sports

V Fall *see* V Autumn
Fancy dress *see* Costume
Fancy work *see* Beadwork; Crocheting; Drawn work; Embroidery; Knitting; Lace; Sewing
Faneuil, Peter
Fans *Refer from* Costume
See also Costume
Faroe islands

Upon examination, Mann's list of subject headings will be found to be quite similar in make-up to Sears'. Mann uses black-faced type only for those headings which are to be used for books. For example, "Fall *see* Autumn," "Fall" is not to be used as a subject heading. Turn to p. 36 of Mann where "Autumn" is given in its proper alphabetic place and note it is in black-faced type, which means that it may be used as a heading for books.

Notice also that Mann includes names of persons, which may be used as subject headings for biographies, criticisms, etc. The introductory pages contain much valuable material for the cataloger of children's books, and throughout the book page references will be found, e.g. "Fairy tales (Page 11)," from particular subject headings to a discussion of their meaning and use in the introductory pages. Notes explaining the sense in which terms are used in this list are also given below some of the headings, e.g.

French books
Note: Used for books in the French language.

Checking subject heading lists for tracing. Having decided for the first time upon a certain heading in the list, it is checked to show that it has been adopted for entry. Note the check mark (V) before Pantomime and before Paper work (p. 34-35) on the facsimile page from Sears and before Fairy tales (p. 35) on the facsimile page from Mann. In this way the cataloger can tell what subject headings have been used in the catalog, without referring to the catalog. This is a great convenience and care must be taken that *each* subject heading is checked the *first* time it is used.

Subject references. In deciding upon subject headings, as explained before (p. 32-33) sometimes there are two or more different terms that might be used for the same subject. For example, which is best,

Marionettes or Puppet plays; Pottery or Ceramics; Rabies or Hydrophobia; Race problems. U. S. or U. S. Race question? Turning back to p. 34 there are four guides as to which one of two synonymous headings to choose; furthermore, unless there is some very good reason for not doing it, always use the heading given in the subject heading list adopted by the library. Looking these terms up it is seen that Sears gives Puppet plays, Pottery, Hydrophobia, and U. S. Race question. But some persons who will use the catalog will undoubtedly look under the terms Marionettes, Ceramics, Rabies, and Race problems. U. S. When they find nothing will they think of these other terms? They may not; therefore, just as in the case of authors having two or more possible forms for their names, adopt one of these terms (the one listed in the subject heading list, which is not followed by the phrase: "see ——") and refer from the other, e.g. use Pottery and refer from Ceramics.

The subject heading lists not only suggest subject headings to be used for entry, but list terms from which it is wise to refer, in case someone should look under that term instead of under the one chosen. In the reproduction of page 57 of Mann (p. 35-36) and of page 283 of Sears (p. 34-35) the line below the suggested heading reads *see also* and gives other headings. These are given merely to suggest other headings which may better suit the book in question. But notice opposite each heading in Mann, and below each heading in Sears, *Refer from* followed by a list of terms, these are the ones *from* which it is wise to refer *to* the term chosen as subject. In Mann, in the list beginning *Refer from,* some terms have (s) after them; Sears says *Refer from (see ref.)* This means that references should be made in the catalog from these terms which are not used for subject entries for books to those opposite them that are used. *Fairy tales* would be used as a subject entry; and there would be a reference to it from *Stories* which is not used for books. Just as the subject heading entry is chosen from the list of headings on the left-hand side of the page so the headings to be referred from are chosen from those listed after the words *Refer from.*

The terms in the *Refer from* list in Mann, which are not followed by (s) and the ones in the lists *Refer from (see also ref.)* in Sears are suggested references to be made from one subject to another closely related subject. Such references are not necessary in catalogs for small collections and therefore are not considered in this manual.

As subject headings that are used for books are traced by checking

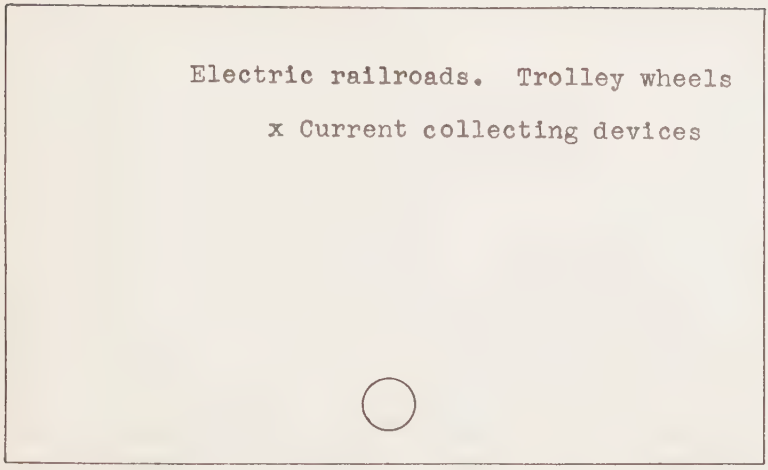
them in the list adopted in order that the cataloger may know which ones have been used, in like manner the references which have been made to that subject are checked. The rule is: Mark with a check (V) at the left the subject heading used and the references which have been made to it; turn to each reference in its regular alphabetic place and check the subject used. The checks on the page reproduced from Sears (p. 34-35) indicate that there are entries in the catalog under "Pantomime" and "Paper work" and that a reference has been made from "Paper cutting" to "Paper work." Likewise the checks on the page reproduced from Mann (p. 35-36) indicate that there are entries in the catalog under "Fairy tales" and "Autumn" and that references have been made to them from "Stories" and from "Fall," respectively.

To sum it up, in making subject entries for a catalog use the headings and the references suggested in the subject heading list selected, and keep it carefully checked for all terms used.

Aids for subject headings other than the lists mentioned. Special libraries will doubtless have many books dealing with subjects not included in Sears, and even small public libraries will occasionally have a book or a part of a book dealing with a subject not included in Sears or Mann. This is especially true of the new subjects which sometimes develop overnight. The subject headings used in general and special periodical indexes, and in general and special encyclopedias, will be found very helpful in determining the wording for such headings. First be sure no term in the regular list meets the need, then look in the authorities mentioned for the best possible term, write it in the official subject heading list on the blank page or half-page opposite its proper alphabetic place. This is very important, so that this same heading may be used for the next book which deals with this subject. All *see references* to this term should be determined and recorded here as usual.

The special library may find so few of its subjects listed in any one of the regular subject heading lists it would be useless to try to use one as authority. In that case whenever a subject heading is decided upon write it on a catalog card (no. 13) at the same indention that it appears on a subject card. The file of these cards, bearing headings only, constitutes what is usually called the *subject authority list*. All subject references should be made also and filed here; and they may be traced on the slip, which lists the subject to which they refer. In choosing subject headings first consult this file, if the subject is not represented look it up and after deciding upon the best form write it on a card and add it to this file.

13. Card from subject authority list



This indicates that "Electric railroads. Trolley wheels" is used as a subject entry in the catalog, and that a *see reference* has been made to it from "Current collecting devices."

At the end of this manual will be found a list of aids for subject headings. They are very useful as they include subject headings for the newest subjects. An *authority checked list* either in book or card form is absolutely necessary and great care must be taken in the use of indexes coming out continuously since they can best serve their purpose by changing their headings to suit the latest development of the subject. In a catalog, if a heading is changed, all cards having that heading must be revised.

Chapter VII

SECONDARY CATALOG CARDS FOR NON-FICTION

Introduction. An added entry is a "secondary entry, i.e. any other than the main entry . . . There may be added entries for editor, translator, title, subjects, etc. . . An added entry is a duplicate of the main entry with the addition of a special heading." (A. L. A.)

Title cards. Title cards are made for all books of fiction but it is not necessary to make them for books of non-fiction unless the title is a striking or distinctive one. Examples are: Macmaster's *School history of the United States* and Wilson's *Division and reunion.* The former title is neither striking nor distinctive and may be used for many different histories of the United States, therefore it is not necessary to make

14. Title card for non-fiction

380 The public and its utilities.
Raymond, William Galt

15. Title card for non-fiction, showing joint authors

973 Hero tales from American history, by Henry Cabot Lodge and Theodore Roosevelt.
Lodge, Henry Cabot

a title card for it. The latter title is both striking and distinctive and a title card should be made for it. Title cards for non-fiction (nos. 14-15) are made exactly as they are for fiction (see p. 18) except that the classification number is, of course, added. Therefore it is the one exception to the statement in the paragraph above that "an added entry is a duplicate of the main entry with the addition of a special heading."

Subject cards. There are many more inquiries for material on a certain subject than there are for books by a certain author or having a special title. The most used cards in the catalog, therefore, are the subject cards, that is, the cards which give on the top line the subject which the book treats. For this reason a subject card should be made for every book which is on a definite subject. Frequently a book is on different subjects and then it requires two or three subject cards, or perhaps more. Subject cards are not necessary for books of fiction, single poems, or plays, or for collections of all or part of the works of an individual author. Chapter VI, Choice of Subject Headings, deals with the question of ascertaining what a book is really about and what subject headings may be used in the catalog. The discussion here is only concerned with *how to make* a subject card after having decided upon the subject heading or headings for the book.

A subject card (nos. 16-18) then has the subject word or words written on the top line, beginning at the second indention, so that the author entry may be more prominent. If it occupies more than one line succeeding lines begin at the first indention. Subdivisions of a main heading may be separated from it by a period and two spaces or other points of punctuation agreed upon locally, as a long dash (e.g. U. S. History *or* U. S.—History). This heading is usually given in red ink;

16. Subject card, simple heading

```
        PUBLIC UTILITIES
380     Raymond, William Galt
            The public and its utilities.   Wil-
        ey, c1925.
            Illus. tab.
```

or in full capitals in black ink, to make it stand out prominently. In all other respects the subject card is a copy of the author card.

17. Subject card showing a heading with subdivisions

```
                U.S. HISTORY
973     Lodge, Henry Cabot
            Hero tales from American history, by
        Henry Cabot Lodge and Theodore Roosevelt.
        Century, c1922.
            Illus.

            Contents.-George Washington: The Bat-
        tle of Trenton; Bennington; Gouverneur
        Morris; The burning of the "Philadel-
        phia"; John Quincy Adams and the right of
        petition; Francis Parkman; General Grant
                                    See next card
```

18. Extension card, for a subject entry

```
                U.S. HISTORY
973     Lodge               2
        and the Vicksburg Campaign; Robert Gould
        Shaw; Charles Russell Lowell; Sheridan
        at Cedar Creek; Abraham Lincoln; by H.C.
        Lodge.-Daniel Boone and the founding of
        Kentucky; George Rogers Clark and the
        conquest of the Northwest; King's Moun-
        tain; The storming of Stony Point; The
        cruise of the "Wasp"; The "General Arm-
        strong" privateer; The Battle of New Or-
        leans; "Remember the Alamo"; Hampton
                                    See next card
```

Author, compiler, editor, illustrator, or translator as added entry. Added entry cards are made for the second or third of two or three joint authors; for the compiler, editor, illustrator, or translator of a work, having its main entry under one author, compiler, or editor as author, or under title, provided these added entries would be useful.

If more than one individual is responsible additional cards are made for each, *if* all are important. An added entry card under Roosevelt would be useful for Lodge and Roosevelt's *Hero tales from American history* as the two authors are equally well known. If a writer, such as Pope or Longfellow, translates another's work, an added entry would enable the student to consider not only Pope's or Longfellow's original writings but their translations as well. Occasionally an added entry for a compiler or editor would be necessary for the same reason. If the library is likely to have a call for illustrations by a well-known person, e.g. Walter Crane, an added entry under his name would make it possible to get together examples of his illustrations.

To make one of these added entries (no. 19) write the full name in its best known form (see Chapter II, Choice of Personal Names) on the top line of the card, beginning at the second indention so that the heading of the main entry may remain in a prominent position. The abbreviations: comp., ed., illus., or tr. are given four typewriter spaces (one centimeter) after a comma following the given names. For joint author cards no such designations are necessary.

19. Added entry card for a joint author other than the first

```
        Roosevelt, Theodore
973     Lodge, Henry Cabot
        Hero tales from American history, by
        Henry Cabot Lodge and Theodore Roosevelt.
        Century, c1922.
        Illus.

        Contents.-George Washington; The Bat-
        tle of Trenton; Bennington; Gouverneur;
        Morris; The burning of the "Philadelphia";
        John Quincy Adams and the right of peti-
        tion; Francis Parkman; General Grant
                                    See next card
```

Analytic cards. Some books are made up of two or more separate works of an author, or of different authors; or they may treat of several distinct subjects or phases of a subject. For example, Galsworthy's *Plays: first series;* Ibsen's *The pretenders, and two other plays;* Dickinson's *Wisconsin plays;* Lodge and Roosevelt's *Hero tales from Amer-*

ican history. Such books need not only author, title, subject, and joint author cards for the entire book, but author, title, and subject cards for the distinct parts of each book. There should be special author and title cards for the best known plays contained in each of the first three and special subject cards for the special subjects treated in the fourth example. Such cards for parts of a book are called analytics (nos. 20-25). Small collections and special libraries need to be analyzed very freely since the analytic card may represent the only work by that author, the only copy of that title, or the only material on that subject in the library. And very frequently the analytic is needed to call attention to an extra copy of popular material already available in another form. An analytic or analytical entry is "the entry of some part of a book or of some article contained in a collection (volume of essays, etc.) including a reference to the publication which contains the article or work entered." (A. L. A.) "Analytical entries under author or title may be made for distinct parts of works or collections, whether with or without separate title-pages." (A. L. A. 170)

The author, title, or subject of the analytic (nos. 20-25) is written above the top line of the unit card at its usual indention and in its usual form. If the unit card has contents they may be omitted and just the title and author of the analytic be written in as a note, followed by the paging. The title and author in the note may be underscored and they may also be connected with the heading on the top of the card by means of a diagonal line. The diagonal line serves as an aid in alphabeting the cards. If desired full contents may be given on the analytic cards also and the part analyzed underscored.

20. Author analytic, book and analytic by the same author

892 Ibsen, Henrik
The pretenders, and two other plays.
Dutton, 1913.
(Everyman's library)

Pillars of society, by Henrik Ibsen,
p. 125-227.

21. Title analytic, book and analytic by the same author

```
        Pillars of society.
892     Ibsen, Henrik
        The pretenders, and two other plays.
Dutton, 1913.
(Everyman's library)

        Pillars of society, by Henrik Ibsen,
p. 125-227.
```

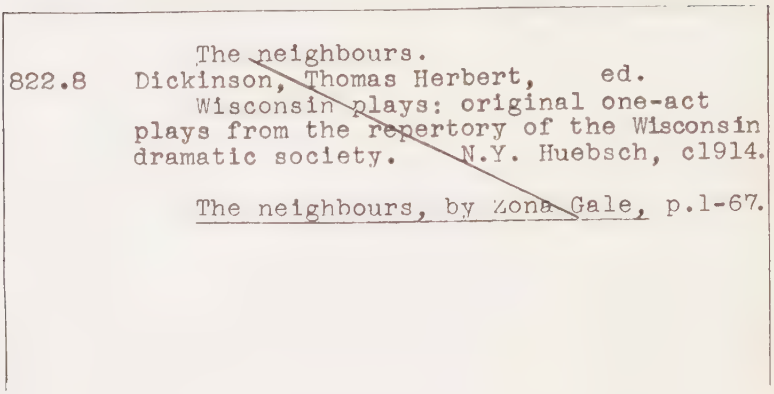
22. Subject analytic, book and analytic by the same author

```
        WASHINGTON, GEORGE
973     Lodge, Henry Cabot
        Hero tales from American history, by
Henry Cabot Lodge and Theodore Roosevelt.
Century, c1922.
        Illus.

        George Washington, by H.C.Lodge, p.
1-13.
```

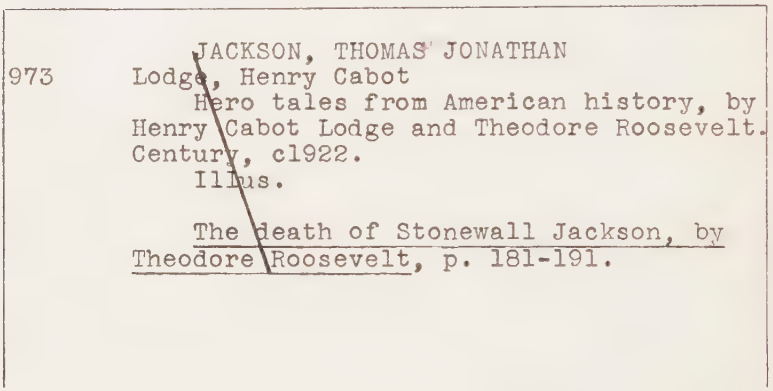
23. Author analytic, book and analytic by different authors

```
        Gale, Zona
822.8   Dickinson, Thomas Herbert,    ed.
        Wisconsin plays: original one-act
plays from the repertory of the Wisconsin
dramatic society.    N.Y. Huebsch, c1914.

        The neighbours, by Zona Gale, p.1-67.
```

24. Title analytic, book and analytic by different authors


The neighbours.
822.8 Dickinson, Thomas Herbert, ed.
Wisconsin plays: original one-act plays from the repertory of the Wisconsin dramatic society. N.Y. Huebsch, c1914.
The neighbours, by Zona Gale, p.1-67.

25. Subject analytic, book and analytic by different authors


JACKSON, THOMAS JONATHAN
973 Lodge, Henry Cabot
Hero tales from American history, by Henry Cabot Lodge and Theodore Roosevelt. Century, c1922.
Illus.
The death of Stonewall Jackson, by Theodore Roosevelt, p. 181-191.

Series entry. A series entry is "a brief entry of the several works in the library which belong to a series under the name of that series as heading." (A. L. A.) "Enter a series under its title, unless it is universally known under the name of the editor or publisher, and make added entry or reference under the editor. Include in the series entry a list of the works in the library which belong to the series, giving author's name, brief title, and date . . . of each item. Arrange the contents numerically if the publishers have assigned numbers, otherwise alphabetically by the names of the authors, or, where such arrangements would be more useful, as in the case of biography, by subjects." (A. L. A. 128)

Give the title of the series (nos. 26-27) on the top line, at the first indention; if it runs over the succeeding lines begin at the second indention; punctuate with a semicolon, then the word *by* and the name of the editor of the series as found in the book. Skip a line, then give the classification number, author, title, and date of each volume of the series in the library. The author's name (inverted order) is given at the second indention, four typewriter spaces, then the title of the work, four typewriter spaces, and the date. The volume number is given at the first indention; it is given only when the different volumes should be read in a certain order, as, e.g. on card no. 26.

26. Card for an added entry under series

Chronicles of America; ed. by Allen Johnson

973.1 v. 1 Huntington, Ellsworth The red man's continent. c1919.
973.1 v. 2 Richman, Irving Berdine The Spanish conquerors. c1919.
973.1 v. 3 Wood, William Elizabethan sea-dogs. c1918.
973.2 v. 4 Munro, William Bennett Crusaders of New France. c1918.

See next card

27. Card for a reference under the editor of a series

Johnson, Allen, ed. see
Chronicles of America.

Special entries under series are only necessary for important subject series, which will be used when someone wishes to know what books

in a certain series are in the library. School libraries will find them useful for well-known series. Even the smallest public library, which owned the Chronicles of America, would probably find a series entry for it very useful.

Reference cards. On p. 14 it is stated that the cataloger must choose one form of an author's name and always enter the author's works under the chosen form, but that he must also refer from any other forms with which the public may be familiar. These cards (nos. 28-30) are very brief but must be made for all names which might be searched for in the catalog under any other form than the one chosen

28. Name reference card

Clemens, Samuel Langhorne, see
Twain, Mark, pseud.

29. Name reference card

Lytton, Sir Edward Bulwer-Lytton,
1st baron, see
Bulwer-Lytton, Sir Edward, 1st baron
Lytton

30. Name reference card

Roland, see
Song of Roland

for entry. Give, at second indention on the top line, the form of name not used for entry; follow this by a comma and, after four spaces, by the word *see,* on the same line if possible, or at the second indention on the succeeding line; on the next line in regular author place give the form of name that has been adopted for entry.

The reproduction of p. 283 of Sears gives "Paper work" as a possible subject heading. If this heading were used as a subject heading for a book a "see" reference (no. 31) should be made from the term "Paper cutting." This term is not to be used as a subject heading for books, but may be looked up by someone seeking material on this subject and therefore is suggested in Sears as a "see" reference.

31. Subject reference card

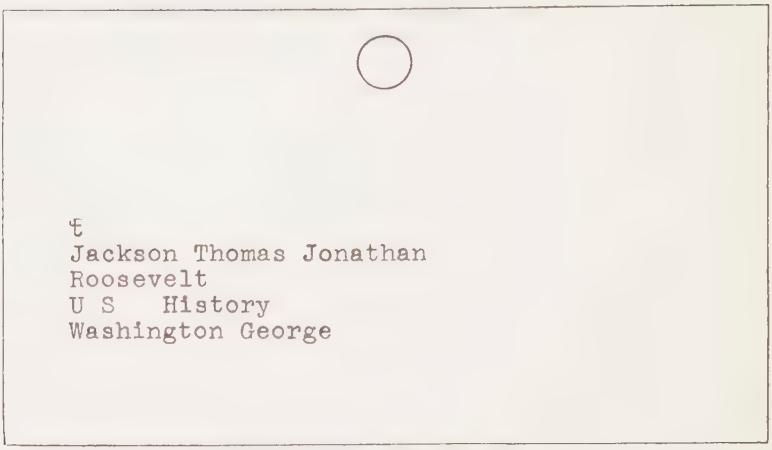
PAPER CUTTING, see
PAPER WORK

Note that both the term not used and the term used as a subject heading are given in full capitals, just as were the subject headings on the cards on p. 41-42. If red ink were used for the headings on the subject cards, it would also be used for the subject references.

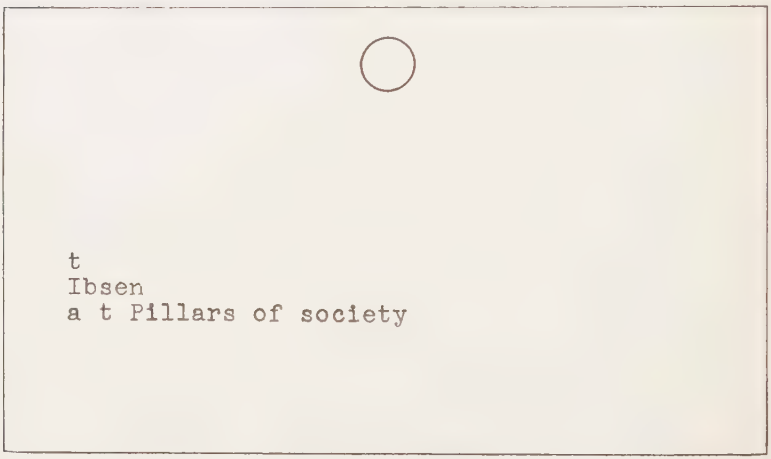
Tracing. Tracing (nos. 32-33) is the memorandum made on the main card of all other cards which have been made for that book. It is necessary in order that all the cards may be found if it is decided to make a correction on or addition to them. Or, if the book is withdrawn from the library, that they may all be taken out of the catalog. As soon as the main card is made decide on what other cards are necessary for the book, trace them on the main card, then make them.

Rules for tracing. Turn the main card over (nos. 32-33) and with the hole at the top, begin the tracing four typewriter spaces (one centimeter) from the left edge of the card, and, if there are not many cards to trace, about halfway between the hole and the bottom of the card. If, however, there are many additional cards to note, begin the tracing

32. Back of main card showing tracing of additional cards made for a book



33



just below the hole. No punctuation marks are used in tracing, as they would show through on the front of typewritten cards. The tracing may be continued on the extension card or cards, if necessary. The tracing thus recorded can be read without taking the card out of the catalog tray; yet being out of sight, it will not confuse the users of the catalog. This is obviously a cataloger's record only.

The letter *t* traces the title card, *a t* plus the first word of the title traces a title analytic, the word *series* traces a series card. The surname alone serves to trace added entry cards for joint authors, compilers,

editors, illustrators, translators; or for extra author cards for two or more works bound together, each work having its own title-page. In the latter case the title and other cards for each work are traced on the back of the extra author card, which has been traced, as indicated above, on the back of the main author card for the book. Author analytics are traced by the surname of the author followed, if not apparent on the front of the card, by the first word of the title of the analytic. The exact wording of the subject heading traces subject and subject analytic cards, including those for individual biography.

If author and title analytics are made for all the plays, essays, or stories listed in contents on main card, instead of tracing them in the usual way, just state on the back of the main card that author and title analytics have been made for contents.

Name and subject reference cards do not need to be traced on any catalog card, as they are applicable to all the books by an author or on a subject and do not belong just to one particular book. The subject reference cards are traced in the subject heading list or card subject heading file which the library has adopted. (See p. 38 for method.)

All added entries must be traced on the main card before the cards are filed in the catalog. It is best to do this as soon as the main card is made.

The shelf-list. The shelf-list (nos. 34-35) is "a brief [record] of the books in a library . . . arranged in the order of the books on the shelves." (Cutter) Hence its name. It is a very important record. It is most convenient to make the card for the shelf-list record when making the catalog cards.

Uses of a shelf-list. The shelf-list is used:

1. To take the annual inventory to see if any books are missing.
2. To show how many copies of a given book the library owns.
3. As an aid in classifying to show what books are already in that class.
4. In making out book orders to see how many books the library already has in any given class.

Rules for shelf-listing.

(Card Nos. 34-35)

1. The *classification number* is given just as it is on the catalog cards.
2. The *author's name,* as it is on the catalog cards.
3. The *short title* is given. The statement as to the edition is

omitted, unless it is necessary to distinguish between two editions of the same book.

4. The *date* is given as it is on the catalog cards.

5. The *accession number,* which will be described in Chapter XII, is written at the extreme left edge of the card, on the second line below the last line of the title. If there are two or more copies or volumes of a work the accession numbers are listed on the shelf-list cards in numerical order. The volume numbers or years in the case of some continuations are written at the second indention opposite their respective accession numbers. Thus all copies and volumes of one work go on the same shelf-list card.

34. Non-fiction shelf-list card, showing joint authors

```
973     Lodge, Henry Cabot
            Hero tales from American history, by
        Henry Cabot Lodge and Theodore Roosevelt.
        c1922.

1502
```

35. Non-fiction shelf-list card, showing two volumes listed

```
821     De la Mare, Walter
            Collected poems, 1901-1918.
        c1920.

2297        v. 1
2298        v. 2
```

Shelf-list cards for non-fiction are arranged just as the books are on the shelves. Thus the cards in the shelf-list are arranged first numerically by classification number and second alphabetically by author. In a public library the adult and the juvenile shelf-list cards are often filed separately; those for the juvenile shelf-list, as well as for the catalog, being marked with a location symbol in connection with the

classification number (ex. $\overset{+}{973}$ or $\overset{J}{973}$). Likewise the shelf-list cards for the reference collection are marked with a location symbol (ex. $\overset{R}{394}$ or $\overset{*}{394}$) to distinguish them and may be filed separately, just as the collection is shelved separately.

Fiction shelf-list. If a fiction shelf-list record (no. 36) is desirable to show whether there is more than one copy of a book and to use in taking inventory, the card would be made exactly like the author card except that the accession number or numbers would be added.

36. Fiction shelf-list card

Andrews, Mrs. Mary Raymond (Shipman)
The perfect tribute.

1049
1056

The adult fiction shelf-list and the juvenile fiction shelf-list may be filed separately; each file being arranged alphabetically by author.

If the library is not yet cataloged the fiction shelf-list will serve also as an author list; and the non-fiction shelf-list will serve as a subject catalog (as it brings together all the botanies, all the U. S. histories, etc.) until such time as the library can be cataloged. Before beginning the cataloging of an old library first be sure that there is a correct shelf-list to use as a basis for the work. In a new library if it is not possible to catalog the new books as rapidly as they are being bought, it is best to accession, classify, and shelf-list them at once. Next, using the shelf-list as a check, catalog the different classes as soon as time permits. In a well-organized and well-started library the shelf-list and catalog cards are made for each book as it is added to the library.

Chapter VIII

FORMS OF NAMES OF ORGANIZATIONS

Introduction. In the preceding chapter a variety of types of authors' names was considered, but in every instance the author was a person. There is a type of publication for whose contents no person is responsible primarily; namely, the publications of societies and institutions, and the official publications of countries, states, cities, and towns, i.e. government publications. Examples of such publications are: Annual report of the Board of regents of the Smithsonian institution; Journal of addresses and proceedings of the National education association; Year-book of the Department of agriculture of the United States; Annual report of the Los Angeles public library; Collections of the State historical society of Wisconsin; Bulletin of the Topographic and geologic survey of Pennsylvania; Handbook of the Layton art gallery. Are not the Smithsonian institution, National education association, Department of agriculture of the United States, Los Angeles public library, State historical society of Wisconsin, Topographic and geologic survey of Pennsylvania, and the Layton art gallery the authors of these publications? Since this is so they will be cataloged under their authors just as are other works.

And just as personal authors, upon closer observation, grouped themselves into certain types—simple surnames, compound surnames, names with prefixes—so these names of organizations may be grouped by type.

Chart for Determining Form of Name of Organization[1]

I. Always enter under place:

A. Governments

Term includes: countries, ecclesiastical, judicial or military districts, municipalities, provinces, states.

For example:

Constitutions:

Ex. U. S. Constitution
Virginia. Constitution

[1] This chart is based on and its examples are taken from *A. L. A. catalog rules*, nos. 58-110. The idea of arranging them in this form is taken from "Some examples of corporate entry," in Hitchler, Theresa. Cataloging for small libraries; 3d enl. ed. Stechert, 1926.

Laws:

Ex. U. S. Statutes

Official publications:

Ex. U. S. Department of state

Treaties (under name of country first on title-page):

Ex. Great Britain. Treaties, 1763

Note: For government publications these four rules are necessary:

1. Use the name of the country, state, county, city or village and the name of the office:

Ex. U. S. Bureau of education
Chicago. Park department

2. If the title of the officer is the only name of the office use that:

Ex. Illinois. State entomologist

3. Enter bureaus, etc., directly under country, *not* under department:

Ex. U. S. Bureau of education
not U. S. Department of the interior. Bureau of education

4. Reports made to a department by a person not an official of that department, would be entered under the person.

B. **Institutions**

Term includes: asylums, botanical gardens, buildings, chambers of commerce, churches, colleges, convents, galleries, hospitals, laboratories, libraries (including mercantile libraries), monasteries, museums, national banks designated by number, observatories, prisons, schools, theaters, universities, zoological gardens, etc.

Ex. Boston. Public library
Philadelphia. First national bank
Carlisle, Pa. Indian industrial school
Minneapolis. Lincoln school
California. University

C. **Miscellaneous bodies or organizations**

Term includes: classes, committees, and meetings of citizens; congresses; ecclesiastical councils; exhibitions (see also this same heading under "Always enter under name").

Classes of citizens

Ex. Baltimore. Merchants

Committees and meetings of citizens

Ex. New York (City). Citizens

Conventions, conferences, which have no name. Supply a descriptive name.

Ex. Boston. Woman's rights meeting, 1859

Diplomatic congresses (invert name that place may come first)

Ex. Paris, Congress of, 1857

Ecclesiastical councils (if not limited to one denomination or sect)

Ex. Nicaea, Council of, 325

Exhibitions

Ex. Chicago. World's Columbian exposition, 1893

D. **Societies** (exceptions to general rule)

Term includes: gilds; local benevolent and moral societies; state agricultural, historical, and medical societies.

Gilds

Ex. London. Merchant tailors' company

Local benevolent and moral societies

Ex. New York. Charity organization society

State agricultural, historical, and medical societies

Ex. Massachusetts historical society

II. Always enter under name:

A. **Institutions** (exceptions to general rule)

Banks, other than national banks designated by number.

Ex. Bank of England

Botanical and zoological gardens, if part of some university or school or owned by some society, go under that university, school or society; if owned by some individual, under his name.

Ex. Cambridge. University. Botanic garden
Zoological society of Philadelphia. Garden. Aksakov botanic garden

College and university hospitals, laboratories, libraries, museums, observatories, shops, and similar institutions go under the name of the college or university.

Ex. Wisconsin. University. Washburn observatory

Institutions whose names begin with a proper noun or adjective.

Ex. Corcoran art gallery, Washington
A. K. Smiley public library, Redlands, Cal.
Balliol school, Utica, N. Y.

B. **Miscellaneous bodies or organizations**

Term includes: conferences, occasional meetings, firms and other business concerns, foundations and endowments, etc.

Boards, trustees, etc.

Ex. British museum. Trustees

Conventions, conferences

Ex. Presbyterian church in the U. S. A. General assembly

Exhibitions held by societies or other bodies go under name of that body

Ex. California state agricultural society
Annual fair

Firms

Ex. Appleton, D. & co.

Foundations, endowments, funds

Ex. Carnegie institution, Washington

International meetings

Ex. International congress of Orientalists

C. **Societies**

Term includes: affiliated societies, associations, clubs, Greek letter fraternities, intercollegiate societies, orders of knighthood, political parties, religious sects, secret societies.

Ex. Botanical society of Edinburgh
Church of England
Book of common prayer
Democratic party

Alumni associations go under the name of the school or college

Ex. Yale university. Society of alumni

Local college or university societies go under the name of the college or university

Ex. Columbia university. Philolexian society

For exceptions see "Always enter under place. Societies"

Note that in the preceding chart or outline all corporate authors are divided into four groups; namely **Governments, Institutions, Miscellaneous bodies or organizations,** and **Societies;** and furthermore that these authors consist of: the place *and* the name of the organization, *or* the name of the organization *with or without* the place.

Examples of the former:
U. S. Department of state
Philadelphia. First national bank

Examples of the latter:
Carnegie institution, Washington
Democratic party

Thus in deciding upon the form of the name of an organization it is necessary first to consider whether it is a government; institution;

miscellaneous body or organization; or a society. The list following "term includes" will help in determining which it is, as the list shows the scope of the term. Look at these four headings in each group, having found the type; note whether the entry is to be under place or under name.

Take, for example, the *Wisconsin blue book,* who is the author? The 1911 one has on its title-page: "The Blue Book, The State of Wisconsin. Compiled and Published under the Direction of J. D. Beck, Commissioner of Labor and Industrial Statistics. Madison, Democrat Printing Co. State Printers, 1911." The 1923 one reads: "The Wisconsin Blue Book, 1923. Compiled and Published under the Direction of the State Printing Board, 1923."

They are official government publications. Turning to the chart—government publications are always entered under the place, therefore—Wisconsin. The publications of the State Department of the United States are entered under:

U. S. Department of state

But these two Blue Books are issued by two different governmental bodies. In order to keep them together they will both have to be entered under the same body and a reference made in the catalog from the other.

Ex. Wisconsin. Commissioner of labor and industrial statistics
or Wisconsin. State printing board

This would mean that the first Blue Book to be cataloged would have as its author *Wisconsin* and the name of the commission or board issuing it. The first time a Blue Book was cataloged which was issued by a different commission or board a reference would be made in the catalog from that commission or board.

As another example take the publications of the Art Institute of Chicago. Galleries and museums are found under **Institutions** both under "Always enter under place"; and under "Always enter under name." Under the latter the exception is given: Institutions whose names begin with a proper noun or adjective: ex. Corcoran art gallery, Washington. The name of this gallery does not begin with a proper noun or adjective, therefore it follows the first example and is written: Chicago. Art institute. Might not some one look in the catalog under Art institute of Chicago for it? Then, just as in the case of a personal author having a different form or forms for his name, a reference card is made in this case from Art institute of Chicago to the one adopted.

Some publications will be found to have both a personal and a corporate author.

Ex. Geological and Natural History Survey of Wisconsin
Bulletin No. 5

The Geography of the Region about Devil's Lake and the Dells of the Wisconsin, with some notes on its Surface Geology By Rollin D. Salisbury and Wallace W. Atwood.

Who is the author? The Geological and Natural History Survey of Wisconsin, or Salisbury and Atwood? The title-page states that Salisbury and Atwood are members of the Survey. As this means that they did the work and wrote up this account of it as part of their official duties, the main or author card will be under the Survey, which is responsible for it, and secondary entries will be made for Salisbury and Atwood. However, if they were not members of the Survey, but experts specially employed to make the report, then the report should be entered in the catalog under their names as personal joint authors.

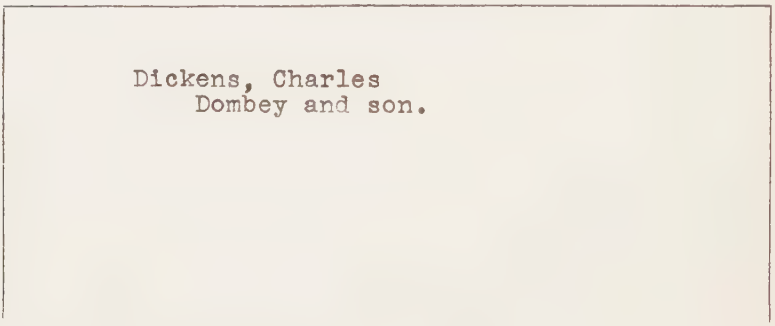
Chapter IX

CATALOG CARDS FOR SETS AND CONTINUATIONS

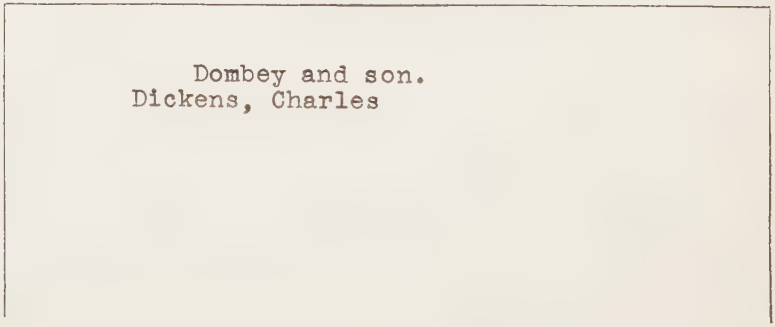
Sets. Given a set of an author's works how shall they be cataloged? If each volume has its own title-page or pages and is complete in itself, catalog each volume exactly as though it were a separate work by that author (nos. 37-38). If on the other hand, the set has a collective title only as "Waverley novels," "Works," if an individual book (e.g. *Ivanhoe*) is partly in one volume and partly in another, if the index for the entire set appears in the last volume only, the set must be kept together.

Take the set of Dickens' works published by Donohue, Henneberry & Co. On the back of each volume is found "Charles Dickens Works"

37. Author card for fiction, when separate volume of a set is complete in itself



38. Title card for fiction, when separate volume of a set is complete in itself



and just below that the title of the work or works contained in that volume, e.g. "Dombey and Son," "Barnaby Rudge," "Edwin Drood," etc. The title-page of the first volume is: "Dombey and Son by Charles Dickens, Chicago: Donohue, Henneberry & Co., No. 407-425 Dearborn Street, Publishers." It contains no illustrations, nor any other special features and only this one work. According to the rule above it would be cataloged as any separate work of fiction.

Another volume's title-page reads: "Barnaby Rudge by Charles Dickens A Reprint of the First Edition with the Illustrations, and an Introduction, Biographical and Bibliographical, by Charles Dickens the Younger, Chicago: Donohue, Henneberry & Co., No. 407-425 Dearborn Street, Publishers." The cover says: "Barnaby Rudge, Edwin Drood" and on looking through the book one finds that *Barnaby Rudge* takes up the first 679 pages of the volume and that there is another title-page, which reads: "The Mystery of Edwin Drood and Other

Author cards for fiction where two works, with separate title pages and separate paging, are bound together

39. Card for first work

Dickens, Charles
Barnaby Rudge.

Bound with his The mystery of Edwin Drood.

40. Card for work, other than the first

Dickens, Charles
The mystery of Edwin Drood.

Bound with his Barnaby Rudge.

Stories. By Charles Dickens, Chicago: Donohue, Henneberry & Co., 407-425 Dearborn Street, Publishers." The remainder of the volume is *The mystery of Edwin Drood.* This volume also will be cataloged (nos. 39-40) as a similar separate book of fiction, bearing on each of the author and title cards the statement that the two works are bound together. The fact that it is a "reprint of the first edition," etc., is unnecessary on fiction catalog cards.

The title cards each would have the same note as that given on their respective author cards.

If, as sometimes happens, two works by different authors are bound together, they are treated in the same way except that the note would, of course, give the other author's name, e.g. "Bound with Thomas Carlyle's Heroes and hero worship."

Another volume of this set presents still further peculiarities (nos. 41-43). The back of the book reads: "Charles Dickens Works—Old Curiosity Shop—Hard Times." The title-page reads: "The Old Curiosity Shop and Master Humphrey's Clock By Charles Dickens A Reprint of the First Edition With the Illustrations and an Introduction, Biographical and Bibliographical, By Charles Dickens the Younger, Chicago: Donohue, Henneberry & Co., No. 407-425 Dearborn Street. Publishers." Looking through the volume "Master Humphrey's Clock" is found following "The Old Curiosity Shop," without a separate title-page and paged continuously with "The Old Curiosity Shop." Following this is "Hard times" with a separate title page, which reads: "Hard Times by Charles Dickens Chicago: Donohue, Henneberry & Co., No. 407-425 Dearborn Street, Publishers";

41. Author card for three works bound together, one of which has its own title-page

```
Dickens, Charles
    The old curiosity shop; and Master
Humphrey's clock.

    Bound with his Hard times.
```

with its own paging, beginning with number one, and occupying the remainder of the volume.

42. Author card showing three works bound together, brackets indicating that one work has no title-page of its own and is not mentioned on either of the other title-pages

Dickens, Charles
The old curiosity shop; [Master Humphrey's clock]

Bound with his Hard times.

If the volume containing *The old curiosity shop, Master Humphrey's clock* and *Hard times* had not mentioned *Master Humphrey's clock* on the first title-page (no. 42)—since it has no title-page of its own—it would have been added to that title in brackets [ ] to show that it was not printed there.

43. Author card for work having its own title-page, but bound with another work

Dickens, Charles
Hard times.

Bound with his The old curiosity shop.

On the second author card it is unnecessary to give the two titles in the note, as the first is sufficient to identify the book on the shelf. *Master Humphrey's clock,* which is mentioned on the first title-page, but is not the first title, would have author and title analytic cards (no. 44). Take the other type of set (no. 45) the title-page reads: "Beacon Lights of History By John Lord, LL.D. The World's Heroes and Master Minds New York, James Clarke & Company." This title-page is ornamented and printed in red and black. This is followed by another

44. Author analytic card

Dickens, Charles
The old curiosity shop; [Master Humphrey's clock]

Bound with his Hard times.
Master Humphrey's clock, by Charles Dickens, p. 621-767.

title-page without ornamentation, which is the one to be used for cataloging. It reads:

Lord's Lectures
Beacon Lights
of History

By John Lord, LL.D.,
Author of "The Old Roman World," "Modern Europe,"
etc., etc.
Volume I
The Old Pagan Civilizations.

New York:
James Clarke and Co.

45. Author card for a complete set of volumes cataloged together

900 Lord, John
Beacon lights of history. Clarke, c1883-1902.
15 v. illus.

Authorities given at the ends of sections.
Contents.-v. 1 The old pagan civilizations.-v. 2 Jewish heroes and prophets.-v. 3 Ancient achievements.-v. 4 Warriors and statesmen.-v. 5 The middle ages.-

See next card

"Copyright, 1883, 1888, By John Lord" was written on the back of the title-page of the first volume. The different volumes bear different copyright dates. For example, of the eight different "latest copyright dates" given for these fifteen volumes, c1883-1902, the first and last for the set, is put on the catalog cards. In this case the first volume did not have the earliest copyright date.

The different volumes contain illustrations and a paragraph, "Authorities," at the end of each of its main divisions. All the title-pages are exactly alike except that each one gives the particular volume number and general subject for that volume. Volume XV consists of "a general index, topical questions, the world's history: a chronological view." Therefore this set is of the type that has to be cataloged as one work in several volumes, the contents showing the general subject of each volume. Volume 13 has "Literary essays" and volume 14 "Historical lectures" across the top of the title-page instead of "Lord's lectures" as have the other thirteen volumes. But these headings are of no particular interest and so are not included on the cards.

These examples illustrate the two types of sets of complete works usually found. The decision then is either to catalog a set as separate books, without reference to the set as a whole; or to catalog it as one work complete in several volumes, giving the number of volumes in the collation, and giving contents if that brings out anything additional of interest to the user of the catalog.

Continuations. Of quite a different type are continuations, the volumes of which are issued at regular intervals as year-books, annual and biennial reports, directories, etc. Take, e.g. the *World almanac*. The title-page reads: "The World The World Almanac and Book of Facts for 1925 Edited by Robert Hunt Lyman Fortieth Year of Publication Published by The New York World Pulitzer Building, 53-63 Park Row, New York Copyrighted 1925 by the Press Publishing Company." The 1923 *World almanac* title-page is much the same except that it reads: "Book of facts for 1923; Thirty-eighth Year of Publication" and "Copyrighted 1923." The 1922 has other minor variations: "The World The World Almanac and Encyclopedia 1922 Issued By The Press Publishing Co. (The New York World). Pulitzer Building, New York. Copyright 1921, by The Press Publishing Co. (The New York World), New York." One wishes to be able to go to the catalog and look up the *World almanac* and see if the library has it and for what years. Therefore all numbers

of the *World almanac* are cataloged on one main card (no. 46) and only the items of importance, common to all numbers are given.

46. Main card for a continuation

```
310     World almanac.  World press pub. co.
            Tab.
            Library  has
            1922-23

            1925
```

As there is no author and the editor will necessarily change from time to time the main card is a title card and the title is moved up to the top line. No date is given in the imprint, but in a note, as it were, the statement is made as to what issues the library has. To make it easy to read a line is skipped whenever the years are not consecutive. The subject card would be just like the main card except that the subject heading would come on the top line, the title on the line below it. No other cards would be necessary.

Another type of continuation: "Crain's Market Data Book and Directory of Class, Trade and Technical Publications Third Edition, 1923 Price Five Dollars Published By G. D. Crain, Jr., 537 S. Dearborn St., Chicago. Contents Copyrighted, 1923." Picking out the essential items, arrange them in the usual order (no. 47).

47. Main card for a continuation

```
380     Crain's market data book and directory
            of class, trade and technical publica
            tions.    Crain.
            Library has
            1923
```

Yet another type (no. 48) is *Who's who in America.* Its title-pages are very similar. E.g. "Who's Who in America A Biographical Dictionary of Notable Living Men and Women of the United States Vol. XI 1920-1921 Edited By Albert Nelson Marquis Founded 1899 Revised and Reissued Biennially Chicago: A. N. Marquis & Company." Vol. 12, 1922-1923, with the exception of the statement about the volume and dates is just the same. Vol. 13, 1924-1925, is also the same except for volume number and dates and that in addition to "Chicago: A. N. Marquis & Company" it gives "London: Stanley Paul & Co. Ltd."

48. Main card for a continuation

```
920     Who's who in America: a biographical dic-
            tionary of notable living men and
            women of the United States [biennial]
        Marquis.
        Library has
        1920/21- 1924/25
```

Notice again that the editor is omitted as being likely to change and that of the statement: "Founded 1899 revised and reissued biennially" the substitute word "biennial" is added to the card. It is in brackets as it is not on the title-page.

A small public library or a special library that has sets of bound periodicals may catalog them in this way, but it is not necessary to catalog them at all, for by their very make-up they are conspicuous on the shelves and easily found. So one may go direct to the shelves to see what is there without going first to the catalog, since they are used primarily through their indexes or through the general or special indexes to periodicals.

Likewise general encyclopedias are examples of sets that need not be cataloged, as no one in a small library would ever go to the catalog to see what encyclopedias were included or whether the library has *The new international.* Shelf-list cards would be made, however, for both bound periodicals and for encyclopedias; for the former they would be

made as for continuations, for the latter as for any work in several volumes.

Summary of rules for cataloging continuations.

1. *Classification number* as usual.

2. *Author.* Annual reports of institutions or societies would be entered under the society or institution as author (see Chapter III), with title, etc., in usual places.

3. *Title as main entry.* Other continuations of the type given in the examples (p. 65-67) would have no author, as there is none and editors necessarily change, while continuations are more or less permanent. The main card for these has the title beginning on the top line at the first indention, succeeding lines at the second indention. In the title usually omit subtitles and all unnecessary words. In cataloging a long-established library several issues of a continuation will probably be available so that several title-pages may be compared and phrases not common to all omitted. In cataloging the first issue of a year-book or a continuation, only one number of which is available, use a brief title. If later titles lack the subtitle it will not matter. If a radical change is made in the title keep them all on the one card and say in a note, "Beginning with this issue title is ———." Make a reference card *from* the form of the title not used.

4. *Imprint.* Give publisher ~~only~~.

5. *Collation.* Give as usual illustrations, maps, portraits, and tables if important.

6. *Library has.* Statement of numbers or volumes or years in the collection are given as follows: on the line below the imprint or the collation (as the case may be) beginning at the second indention write: Library has. On line below that give volumes, years, or both, of issues at hand. Keep them in straight columns. Put on the same line with a dash between the volumes, if consecutive, giving the last one in pencil so that it may be changed when a new one comes. Skip one line to indicate gaps in a set. Extension cards are frequently necessary in cataloging continuations. Such statements as "Forty-third issue," "Third edition," mean v. 43, v. 3.

7. *Notes.* Give as usual but on a separate extension card at the end.

Shelf-listing continuations. The shelf-list card for continuations (no. 49) is like other shelf-list cards; like its main card in classification number, title, and *Library has* statement. Accession numbers are

given opposite their respective volume numbers or years. The title on the shelf-list card may be briefer than on the main card. Dates or volumes are all listed separately.

49. Shelf-list card for continuation

```
920     Who's who in America [biennial]
            Library has
1000        1913/14
1201        1915/16

1450        1919/20

1560        1923/24
1700        1925/26
```

Note that accession numbers and their corresponding years are kept in columns.

In a very small library the shelf-list record may be the only one kept, the catalog card referring to the shelf-list for the list of volumes in the library.

50. Main card for continuation referring in a note to the shelf-list for the list of volumes in the library

```
920     Who's who in America: a biographical dic-
            tionary of notable living men and
            women of the United States [biennial]
            Marquis.

            See shelf-list for list of volumes
        in the library.
```

Chapter X

ARRANGEMENT OF CARDS IN A CATALOG

Introduction. Having made the necessary cards for a catalog it is very important that they be arranged correctly in that catalog. Unless all cards having the same heading can be found together, arranged according to some definite plan, a card catalog becomes of very little use. Given a correctly filed catalog it is important to keep it so. Therefore when a considerable number of cards are ready to file in the catalog; (1) arrange them according to the rules previously decided upon and in use; (2) file them in the catalog, above the rod which locks the cards in; (3) a couple of hours later or the next day revise the filing of these cards; then remove the rod and lock them in with the others. Filing cards requires close attention, therefore do not file long at a time, as the eye becomes tired and mistakes are likely to occur.

Rules for arranging cards in a catalog.

"*Basic rule.* Arrange all entries alphabetically by words.

Ex. Manchester, Alfred
Manchester, Arthur Livingston
Manchester cathedral
Manchester city news
Manchester, Daniel W.
Manchester, Daniel Wilbert
Manchester, Eng. Board of education." (Childs[1])

"*Abbreviations.* (1) Arrange abbreviations as if spelled in full, and elisions as if one word. (2) Arrange proper names beginning with M', Mc, St, Ste, as if spelled Mac, Saint, Sainte." (Pittsburgh[2])

Ex. (1) American library association
A. L. A. catalog
American library institute

Dr. Latimer
Doctor Luke
Dr. North

Missions
Mr. Pratt's patients
Mrs. Red Pepper Burns
Mrs. Tree
Misunderstood Betsy

[1] Childs, J. B. Rules for alphabetical filing by words in the dictionary catalog of a library. Urbana, Univ. of Ill. library school, 1922. Mimeographed.

[2] Pittsburgh. Carnegie library. Rules for filing cards; 3d ed. Pub. by the library, 1926.

Who goes there?
Who'd be king
Who's who
Whose home is the wilderness

(2) McBride, George
MacBride, Robert
M'Bride, William
Macdonald, Angus
McDonald, James

Saint Pierre, J. H. Bernardin de
St. Vincent, J. J.
Sainte-Beuve, C. A.

"Ampersand. Character '&' is alphabeted as 'and,' 'et,' 'und,' etc. according to the language used." (Pittsburgh)

"Analytical entries. (1) Author. File by author and title [of analytic] underscored in [note], disregarding author and title of the main book. (2) Subject. File first by subject at top of card, second by author of analytic underscored in [note] and third by title of analytic." (Pittsburgh) (3) Title. File by title of analytic and author underscored in note. (See examples under author arrangement.)

"Articles. Disregard article at the beginning of an entry, but consider if not the first word." (Pittsburgh)

Author arrangement. Arrange in one alphabet all main, added, and subject entries by or about the same person or organization.

Ex.[1] Lang, Andrew
Ballads of books
Lang, Andrew
A batch of golfing papers
Lang, Andrew, comp.
Blue poetry book
Lang, Andrew
Complete works
LANG, ANDREW
Gosse, Edmund William
Andrew Lang
Lang, Andrew
Highways and byways in the Border
Lang, Andrew, tr.
Homer
Iliad; tr. by Andrew Lang
Lang, Andrew, tr.
Homer
Odyssey; tr. by Andrew Lang
Lang, Andrew
Marett, Robert Ranulph, ed.
Anthropology and the classics
Homer and anthropology, by Andrew Lang

[1] Examples are taken from Pittsburgh rules.

Lang, Andrew
Homer and the epic
LANG, ANDREW
James, Henry
Lang: a biography
Lang, Andrew, ed.
Lang, Mrs. Leonora Blanche
Book of saints and heroes
Lang, Andrew, ed.
Red fairy book

"*Bible.*

Ex. Bible
Bible and the rights of labor.
BIBLE. COMMENTARIES
Bible. New Testament. Acts
BIBLE. NEW TESTAMENT. HISTORY
Bible. New Testament. Matthew
Bible. Old Testament. Daniel
Bible. Old Testament. Genesis
BIBLE. STUDY
Bible talks for heart and mind." (Childs)

"*Congresses.* When congresses and conferences are distinguished by number or date, arrange by number or date, not alphabetically." (Pittsburgh)

"*Firms.*

Ex. Jones, J. C.
Jones, L. M. & son, N. Y.
Jones, Miller, and co., N. Y.
Jones, Robert, company, Philadelphia
Jones, Robert Henry" (Childs)

"*Forenames.*

Ex. James, Bartlett Burleigh
James Bay
James I, king of Aragon
James I, king of Great Britain
James River
James, Simeon" (Childs)

"*History.* When the history of a country is subdivided by periods or events, arrange these subdivisions alphabetically." (Childs)

Ex. U. S. History. Civil war
U. S. History. Colonial period
U. S. History. Revolution

"*Hyphened words.* Arrange as if separate words, disregarding hyphen.

Ex. Happy home
Happy-thought hall
Happy thoughts

But file as one word the following:

Bi-centennial
Co-operative
Pre-historic
To-day" (Pittsburgh)

"*Initials.*

Ex. T., H.
T., J.
T.R. in cartoons.
T. Tembarom" (Childs)

"*Numerals.* Arrange titles beginning with numerals as if the figures were written out in the language of the rest of the title." (Pittsburgh)

Ex. Nineteenth army corps.
19th century almanac.
Nineteenth century prose.
Noyes, Alfred
No. 13 Washington square.
Nutrition

"*Personal names with prefix.* A personal name with prefix is considered as one word.

Ex. Demonstration
De Morgan
Demosthenes
Ducal palaces
Du Chaillu
Sainte-Beuve
Saintly lives
Tenant of Wildfell hall
Ten Eyck
Tennis
Van Buren
Vanity fair" (Pittsburgh)

"*Place (country, state, city).* File together in one alphabet. (1) works *by* a country, state or city as author, (2) works *about* a country, state, or city, (3) associations, institutions, or titles beginning with name of country, state or city. Secondary entries are filed secondarily by main author of book.

Ex. Wyoming. Attorney-general's dept.
Wyoming bankers association
Wyoming. Geology
Wyoming Valley" (Childs)

"*Punctuation marks.* Disregard punctuation marks and apostrophe. The possessive case singular should be arranged with the plural.

Ex. Boys' and girls' book.
Boy's book of rhyme.
Boy's Odyssey
Boys of 1812
Boys' own book" (Pittsburgh)

"*Subject (as subhead).* Arrange subheads of any subject, including country or place subdivisions, alphabetically under subject." (Childs)

Ex. Children
Children. Care and hygiene
Children. Law
Children. Management
Children's literature

Chapter XI

LIBRARY OF CONGRESS PRINTED CATALOG CARDS

How to Order and How to Use Them

What they are. The Library of Congress prints the cards which are used in its catalogs. All of these printed cards for any one book are exactly alike, the main entry form or unit card. The catalog department of the Library of Congress, by slight additions to these cards, makes them into subject, title, and other added entry cards for its own catalog. Large numbers of these unit cards are printed, kept in stock, and sold to libraries throughout the country. Librarians or catalogers in other libraries by modification may use these same cards for their catalogs.

Differences between L. C. and ms. cards. Examine carefully the facsimiles of Library of Congress (commonly called L. C.) printed catalog cards (nos. 50-52) given below and note the differences between them and the sample manuscript catalog cards in the previous chapters.

The dates following the author's name are the dates of birth and death. They are useful as biographic details about the author; and in some cases where authors have identical names, serve to distinguish

51. Library of Congress printed catalog cards

Scherer, Edmond Henri Adolphe, 1815–1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18½ cm.

Taken from his "Études sur la littérature contemporaine."

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—Endymion.—George Eliot.

1. English literature—Hist. & crit. 1. Saintsbury, George Edward Bateman, 1845-

11—19013

Library of Congress PR99.S4

—— ——— Copy 2.

Copyright 1891: 38508 [820g3]

52.

Bogart, Ernest Ludlow, 1870–

Economic history of American agriculture, by Ernest Ludlow Bogart ... New York, Chicago [etc.] Longmans, Green and co., 1923.

x, 173 p. incl. front., illus. diagr., maps. 20cm.

Chapters from the author's Economic history of the United States. *cf.* Pref.
"Bibliographical note": p. 165. Selected references at end of each chapter.

1. Agriculture—Economic aspects. 2. Agriculture—U. S.

Library of Congress HD1761.B6 23—17828

——— Copy 2.

Copyright A 766005 [illegible] [illegible] 1s24g3]

53.

Mackenzie, *Sir* **Alexander,** 1763–1820.

Voyages from Montreal through the continent of North America to the frozen and Pacific oceans in 1789 and 1793; with an account of the rise and state of the fur trade. By Alexander Mackenzie ... New York, New Amsterdam book company, 1902.

2 v. front. (port.) fold. maps. 18cm. (*On cover:* The commonwealth library)

Introduction signed: Robert Waite.

1. Northwest, Canadian—Descr. & trav. 2. Indians of North America—Canada. 3. Fur trade—Canada. I. Waite, Robert, ed.

Library of Congress F1060.7.M174 3—1132

them. The author's name is included in the title, just as it is on the manuscript cards for joint authors. The author heading, as usual, gives the author's name in the form adopted by the Library of Congress. Three dots (. . .) in the title indicate that something on the title-page, considered unnecessary, has been omitted. The imprint is fuller, e.g. when there are two places of publication, both are given, while "etc." indicates that there are more than two on the title-page. Likewise if more than one publisher is given on the title-page, the first is given followed by "etc., etc." or two and "etc. etc." may be given. If the imprint date does not differ from the copyright date, the former alone

is given. If there is no imprint date the copyright date is given; if no copyright date, the preface or introductory date, e.g. [pref. 1901]; if no date is found the nearest approximate date is given, e.g. [18 ?] [190 ?]. The brackets, as usual, indicate that the material is not on the title-page. Sometimes both the date of publication and the copyright date are given.

Notice that different sizes and styles of type are used to emphasize or make less conspicuous the different items. The collation also includes the paging for one-volume works and the size for all books. The size (ex. 20cm) refers to the height of the book usually and is given in centimeters.

Directly after the collation the series note, stating the name of the series to which the book belongs, is given. This is in parenthesis, as usual, and sometimes is preceded by the location of this information in the book (ex. On cover or Half-title). The editor of the series, if there is one, is also included.

Next come the contents, which are given just as on the sample cards in the preceding chapters.

At the bottom of the cards is the tracing for the added entries made for the L. C. catalog. Subject cards are indicated by having their subject headings numbered with Arabic numerals. Title cards or added cards for editors, etc., are numbered with Roman numerals. Below the tracing and to the left are given added copies in the L. C., if any (ex. — — Copy 2) and the copyright number of the card. Below the tracing and to the right of the hole are given the L. C. classification and book numbers (ex. HD 1761.B6) and farther to the right the L. C. card number (ex. 23-17828), which may be used in ordering L. C. cards. Such symbols as s20g3 below the L. C. classification and book number indicate facts as to the editions of the card.

Advantages of using L. C. cards. L. C. cards are made out by expert catalogers, with all that this implies in regard to author headings, items included on the cards, suggestions as to subject headings, and necessary additional cards. They are printed and therefore perfectly legible. Considering the time they save the person who does the cataloging, they are economical. They are especially useful for books which require several subject cards or numerous analytics. The L. C. cards do not indicate analytic cards, but extra copies may be purchased and used for analytics. Typed or handwritten reference and series cards will always have to be made by each library for its own catalog. The

simple form of cataloging for fiction recommended in this manual, makes the process of cataloging by the library as quick or quicker than ordering and adapting L. C. cards. Therefore it is recommended that typed cards be used for fiction even though L. C. cards are ordered for all non-fiction. The mixture of L. C. cards and typewritten cards in the same catalog does not reduce the efficiency of the catalog.

Adapting L. C. cards for use in the catalog. L. C. cards must always be compared with the book, which they are to represent in the catalog, to see that they agree. If, for example, the L. C. card has the author's real name on the first line and it seems better to use the pseudonym in this particular library, write it in on the line above the real name—beginning at the first indention—followed by a comma, four typewriter spaces (one centimeter) and "pseud. of."

Ex. *Twain, Mark, pseud. of*
Clemens, Samuel Langhorne, ~~Mark Twain, pseud.~~

The italics represent the typed or library hand addition to the printed heading. If the library has entered a few books under a different form of the author's name, e.g. Mulock, Dinah Maria instead of under Craik, Mrs. Dinah Maria (Mulock) it would be better to change those and adopt the L. C. form. Where necessary a line can be drawn through the L. C. author heading and the preferred form written above, beginning at the first indention, as usual.

The title on the L. C. card may be fuller and it includes the author's name, but that does not matter. It is entirely unnecessary to cross out any item given on the L. C. card, provided it applies to the book in question. The fact that any particular item is not considered essential for the particular library and so is omitted from its manuscript cards is no reason for crossing it out on the L. C. card. On the L. C. cards make as few corrections as possible, so as not to spoil the appearance of the card.

If it is necessary to correct the statement about the edition, draw a line through it and write above or below it (wherever there is the more space) the correct information. In the imprint, if a different publisher is given, change it to fit the book. If the date given is not the copyright date, add the c and change the date if necessary. For incomplete sets change both date and volume number with pencil, so that it will show just what the library has now, and may be changed again when more volumes are added.

After making any necessary corrections or additions, add the classification number, put the tracing on the back of the card and the main

card is ready to file in the catalog.

The L. C. cards which were to be used for added entries would have the classification number added and any necessary corrections or additions made; then the title of the book, second of two joint authors, compiler, editor, illustrator, translator, subject heading, or author, title or subject of the analytic would be added on the line above the first printed line, beginning at the second indention. Estimate in advance the space which will be needed for the title, etc., thus beginning on the first or second line above the printing according to the space which will be required. On L. C. cards used as analytics underscore in the contents the title, or title and author, of the analytic, connect by a line with the heading on the card, and add the paging. (See sample cards on p. 44-46.) If contents are not given, type or write in the title, or title and author, of the analytic and the paging and underscore the title and author. If contents or any other extra information have made extension cards necessary, use a full set of cards, i.e. 1st, 2d, 3d, etc., for the main and all other entries, except title cards and analytics. For title cards use just the first card, drawing a line through "Continued on next card." For analytics use the card which contains that part of the contents for which the analytic is made, crossing out "Continued on next card" or "Card 2."

Ordering L. C. cards. Write to Librarian of Congress, Washington, D. C., and ask for a temporary subscriber's card, a package of franks and a copy of *L. C. printed cards: how to order and use them.* This pamphlet is free and it explains in detail just how to order the cards. Read very carefully the chapters dealing with the Characteristics of the L. C. cards; How used for a dictionary catalog; the Scope and fullness of the stock of cards; the Subscriber's card; Repeating on each order slip the information or specifications given on subscriber's card; Indicating number of cards wanted; Variations in edition; Other suggestions as to ordering; How to order by author and title; How to order by card number; Orders held; Explanatory checks; Price of cards; Postage; Method of payment. This pamphlet includes sample L. C. cards, sample order slips correctly filled out, etc. and makes it all very clear, especially the scope of the stock of L. C. cards.

A library which uses L. C. cards for non-fiction whenever possible, will occasionally need to make cards for a book. It is recommended that all shelf-list cards be made; as in many cases the extra information on an L. C. card takes up space, which is needed for the accession numbers.

Chapter XII

ACCESSION RECORD

Introduction. As soon as possible after a book is received at the library it should be checked with the bill, opened scientifically, stamped with the library stamp of ownership, have its pages cut, and be accessioned. Thus a book is accessioned, i.e. is entered in the library's stock book and has had a stock number assigned to it, before it is classified or cataloged. But as accessioning is not a part of the process of cataloging, with which subject this manual deals, it is treated here at the end.

Accession record book. There are different methods of keeping accession records but as the book accession record is the best for small libraries it is the only method here described. An accession book may be purchased from any of the library supply houses. The lines in an accession book are numbered consecutively, beginning with one. The entry descriptive of each volume or copy of a book is written on a line by itself and the number of that line becomes the accession number of that volume or copy. This accession number is written in the volume or copy of the book on the first right-hand page after the title-page, in the center about one inch from the bottom unless the printing on the page interferes; also on one other right-hand page, e.g. p. 19. This one number will serve to identify this particular volume or copy in all library records, as each has its individual accession number. By means of this number one can turn at once to the description of it in the accession book. Thus the accession book is a chronological list of all the books the library has ever owned. It shows how many and what books have been added to the library during any specified length of time, from whom they were purchased, and what they cost.

The process of accessioning. To accession is to write in the accession book under the proper column heading: (1) the date of the bill of the book, or if there is no bill, the date on which the book is being accessioned; (2) the author heading according to rules discussed in Chapters II and III; (3) the brief title of the book; (4) the publisher in abbreviation as on a catalog card; (5) the date from the title-page, or if none, the copyright date; (6) the volume number; (7) the name of the dealer through whom the book was purchased; and (8) the cost

of the book to the library. Some accession books give more items than these, but these are the essential ones. Follow rules for cataloging in giving the title, capitalizing, etc. If the book is a gift, give the donor's name instead of the dealer's, and use the letter *g* instead of cost. Use ditto marks—one ditto mark to a column—where items for successive books are the same. Give the date of accessioning (month, day, and year) on the top line of each page. If a page is not filled during one day, give the new date on the line for the first entry made later.

Chapter XIII

CATALOGING SUPPLIES

A few suggestions as to the supplies which will be found necessary in cataloging a collection as described in this manual may not be amiss.

Accession record book. Any of the simplified accession record books which are sold by Democrat,[1] Gaylord,[2] or Library Bureau[3] will be found satisfactory. Accession books are listed according to the number of lines they contain. As each volume in the library requires one line, the number of lines desired depends upon the number of volumes on hand and the approximate number that will be added in the next two or three years. Loose leaf accession books, which may be used on a typewriter, are also available from the firms mentioned above.

Catalog cards. The same stock cards may be used for the shelf-list and for the catalog. For fiction at least three cards per book; namely, author, title, and shelf-list, will be necessary. For non-fiction, if many analytics are made, an average of five cards per book is approximately right. The order should be by the thousand, or five hundred, as the cost is lower and time is saved by not having to wait for supplies to be delivered. Medium weight cards are best as they are strong enough to stand the wear, without taking up unnecessary room or adding unnecessary weight. No. 2 unruled and No. 2 pen, from Democrat; medium weight cards, No. 311 plain and No. 301 or No. 302 ruled, from Gaylord; and No. 33020 Cmp plain and No. 33022 Cm library ruling No. 2, from Library Bureau, are all very satisfactory catalog cards for use on the typewriter or for handwriting, respectively. The medium weight is practically that of the printed Library of Congress cards, and so is more satisfactory if the printed cards also are used. It pays to buy the best catalog cards; and it is important to use the same kind so that all the cards in the catalog will be the same size and thickness and thus can be more quickly handled in the trays.

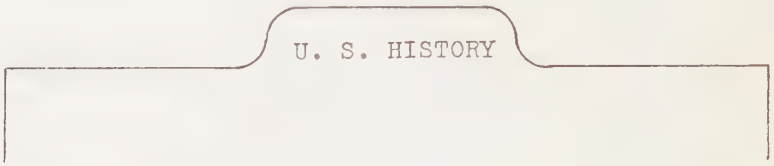
Catalog guide cards. Catalog guide cards (no. 54) have a projecting tab on which is typewritten, or written in a very legible hand,

---

1 Democrat Printing Company, Madison, Wis. Catalog no. 25D.
2 Gaylord Bros., Syracuse, N. Y. & Stockton, Calif. 1926 Catalog.
3 Library Bureau Division, Rand Kardex Service Corporation, Tonawanda, N. Y. Offices: Boston, New York, and Chicago. Catalog 812, June, 1925.

a guide to the location of certain entries, e.g. an author's surname, a brief title, or a short subject heading.

54. Guide card



The use of these guide cards makes it very much easier to locate an entry in the catalog. They are filed just in front of the first catalog card having the same heading. Make a list of the most important authors, titles, or subject headings which occur at intervals of about 100 cards, or every inch if the cards are held tightly together. These words are written on the guide cards and they are then inserted in their alphabetic place. Satisfactory plain buff guide cards, punched for a catalog tray rod, cut in thirds or halves (i.e. the tab is one-third or one-half the width of the card) may be purchased in packages of 100's or 1000's.

Printed guide cards may be obtained from Gaylord. The order numbers, 252, 393, and 607, indicate the number of guide cards in each of the three sets. No. 252 is planned for a library having up to 3000 volumes and No. 607 for one having from 10,000 to 15,000 volumes. These guides include headings for author, title, and subject entries, the latter following those used in Sears' *List of subject headings.* The headings have been compared with the card catalogs of several representative libraries.

The Library Bureau has a printed guide set of 500 cards, with celluloid covered tabs, No. 431500L. A list of the headings in this set will be sent for inspection.

These printed guide cards have been worked out with a view to what is found in representative general public libraries and therefore will not be found useful for a catalog of a special library.

Miscellaneous supplies. Rubber stamp for frequently used words and phrases, ex. "Pam." (an abbreviation for pamphlets when they as well as books are cataloged) or "See next card," etc. are very useful; and they may be secured from any dealer in rubber stamps.

Barbour's white machine thread, 3 cord, No. 35, is a good thread for tying extension cards to the first card. It may be purchased at any dry goods store.

A good steel eraser with which to erase words, or more especially a letter, is a necessity. Gaylord's No. 20, which has a white bone handle, is especially useful as the white handle can be used to smooth over the erased surface, without any danger of soiling it. A good bar (pencil and ink) eraser is also very useful.

If the library can possibly afford it there should be a typewriter. A card holder will be necessary to hold the cards in place and a bichrome ribbon (red and black) if red is used for subject headings, etc. Underwood, Royal, Remington, and L. C. Smith are among the best makes for typing catalog cards.

Card catalog cabinets. Here again it pays to get the best. Democrat, Gaylord, and Library Bureau have cabinet cases varying in size from one-tray to sixty-tray. The Gaylord and Library Bureau catalogs give an estimate of the number of medium weight catalog cards which the different sized cabinets will hold. Knowing the number of books in the library and counting five cards to a book and the approximate number of new books added each year, one can easily decide the size of cabinet it will be wise to buy. A card catalog cabinet must have a "follower-block" or "compressor" to hold the cards erect when the tray is only partially filled, and a rod which runs through the holes in the cards and locks them into the trays. This rod must be easily adjustable by the librarian, but it should not be too apparent because of the trouble caused by curious outsiders. It is also very important to have the cards fit the tray exactly so that they will stand straight, drop in easily, and remain in alignment for the rod. The three firms mentioned have cabinets which meet these requirements. Catalog trays should be only two-thirds full if the cards are to be consulted easily. The shelf-list cards may be filed in one or more trays of this cabinet.

Books.

Dewey, Melvil. Decimal classification and relative index; 11th ed. Forest press, 1922. $8.00.

Dewey, Melvil. Decimal classification and relative index; abr. ed. 3 rev. & enl. Forest press, 1921. $2.50.

Dewey, Melvil. Outline decimal classification and relative index. Forest press, 1921. 50 cents.

These three books may be secured from Democrat, Gaylord, or Library Bureau. Chapter I discusses very briefly which of the above the different types of libraries will find most useful.

Mann, Margaret. Subject headings for use in dictionary catalogs of juvenile books. A. L. A., c1916. $1.90.

This may be secured from the American Library Association, 86 E. Randolph St., Chicago, or from Library Bureau.

Sears, Minnie Earl, ed. List of subject headings for small libraries; comp. from lists used in nine representative small libraries; 2d ed. rev. & enl. Wilson, c1926. $2.75.

This may be secured from the H. W. Wilson Co., 958-72 University Ave., N. Y.; from Gaylord; or from Library Bureau.

These two books are discussed in Chapter VI.

If book numbers are used order the *Cutter 3-figure alphabetic order table,* $3.50, from Democrat or Library Bureau.

Appendix I

DEFINITIONS OF THE TECHNICAL TERMS USED IN THIS MANUAL

Accession. To enter in an accession [record]. (Cutter)

Accession number. The number given to a volume in the order of its addition to a library. (Cutter)

Accession record. The business record of books, etc., added to a library in the order of receipt, giving a condensed description of the book and the essential facts in its library history. (Cutter)

Added entry. A secondary entry, i.e. any other than the main entry. It is a duplicate of the main entry, with the addition of a special heading. (A. L. A.)

Analytic. The entry of some part of a book or of some article contained in a collection (volume of essays, etc.) including a reference to the publication which contains the article or work entered. (A. L. A.)

Anonymous book. A book is considered anonymous if the author's name does not appear in the book itself. (A. L. A.)

Author card. An entry of a work in a catalog under its author's name as heading . . . The author heading may consist of a personal or an [organization's] name or some substitute for it, e.g. initials, pseudonym, etc. (A. L. A.)

Author entry. *See* Author card.

Author number. *See* Book number.

Book number. One or more characters used to distinguish an individual book from all others having the same classification number. (Cutter)

Card catalog. A catalog made on separate cards and kept in trays. (Cutter adapted).

Catalog (of books). A list of books, usually arranged according to some definite plan. As distinguished from a bibliography, it is a list of books in some library or collection. (A. L. A.)

Classification is "the putting together of like things." Book classification, as defined by C. A. Cutter is "the grouping of books written on the same or similar subjects." (Bacon)

Collation. That part of the description which specifies the volumes, illustrations, maps, etc., constituting the book. (A. L. A.)

Compiler. One who produces a work by collecting and putting together written or printed matter from various sources. (A. L. A.)

Continuation. 1. A work published as a supplement to one previously issued. 2. A part issued in continuance of a serial or a book. (A. L. A.)

Copyright date. The date of copyright as given in the book, as a rule on the back of the title-page. (A. L. A.)

Cross reference. *See* Reference.

Cutter number. *See* Book number.

Edition. The whole number of copies printed from the same set of type and issued at the same time. (A. L. A.)

Editor. One who prepares for publication a work or collection of works not his own. (A. L. A.)

Entry. The record of a book in a catalog or list. (A. L. A.)

Entry word. *See* Filing word.

Extension card. An additional card on which is written the information which was too long to be given on the one card. It contains the classification number and the filing word from the first card, is numbered 2, 3, etc., and gives the information at the same indention it would have had if on the previous card.

Filing word. The word by which the entry is arranged in the catalog. The first word of the heading. (A. L. A.)

First indention. 1. The eighth typewriter space from the left edge of the card. 2. The first or outer vertical line on a card ruled for handwriting.

Form division. A division of a class of books according to their form, e.g. a bibliography, periodical, outline.

Guide card. A projecting labeled card inserted in a card catalog to aid in finding a desired place or heading. (Cutter)

Heading. The word (or words) by which the alphabetic place of an entry in the catalog is determined, generally the name of the author, the subject, or the first word, not an article, of the title. (A. L. A.)

Imprint. The place, publisher's name, and date, ordinarily printed at the bottom of the title-page. (A. L. A.)

Imprint date. The year of publication as specified on the title-page. (A. L. A.)

Introduction date. The date given at the beginning, or end, of the introduction. (A. L. A., adapted).

Joint author. A person who writes a book in collaboration with one or more associates, the portion written by each not usually being specified. (A. L. A.)

Main card. The full or principal entry, as a rule the author card. (A.L.A.)

Main entry. *See* Main card.

Notation. The system of figures used to number the books according to the subdivisions of the classification. (Bacon)

Preface date. The date given at the beginning or end of the preface. (A. L. A.)

Reference. A direction from one heading to another, e.g. Alighieri, Dante *see* Dante Alighieri. (A. L. A.)

Second indention. 1. The 12th typewriter space from the left edge of the card. 2. The second or inner vertical line on a card ruled for handwriting.

Secondary catalog card. *See* Added entry.

Secondary entry. *See* Added entry.

See reference. *See* Reference.

Series. 1. A number of volumes, usually related to one another in subject or otherwise, issued successively by a publisher, as a rule in uniform style, with a collective title which generally appears at the top of the title-page on [one of the preceding pages] or on the cover. 2. Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence, e.g. Lowell's *Among my books, second series.* (A. L. A.)

Series note. A note stating the name of a series to which a book belongs. (A. L. A.)

Shelf-list. A brief [record] of the books in a library, the entries arranged in the order of the books on the shelves. (Cutter)

Source of a book. The dealer from whom it was purchased, or its donor.

Subject card. The card for a book in the catalog under the subject heading representing the content of the book.

Subject heading. The word or words by which the alphabetic place of the subject entry in the catalog is determined. (A. L. A., adapted).

Title card. The card for a book in the catalog under some word of the title, generally the first word not an article. It may be a main entry or an added entry. (A. L. A., adapted).

Title-page. The page at the beginning of a book on which is printed the title and imprint. (A. L. A.)

Tracing. A record on the back of the main card of all the other cards made for that book. (A. L. A., adapted).

Appendix II

ABBREVIATIONS

A list of abbreviations to be used on catalog and shelf-list cards whenever they occur

abr.	Abridged
augm.	Augmented
assoc.	Association
bk.	Book
co.	Company
comp.	Compiled, compiler
c	Copyright
cor.	Corrected
dept.	Department
ed.	Edited, edition, editor
enl.	Enlarged
Govt. print. off.	Government printing office
illus.	Illustration, illustrations, illustrated, illustrator
introd.	Introduction, introductory
L. C.	Library of Congress
n. d.	No date
no., nos.	Number, numbers
p.	Page, pages
pt.	Part, parts
port., ports.	Portrait, portraits
pref.	Preface, prefaces, prefatory
pseud.	Pseudonym
pub.	Published, publisher, publishing
rev.	Revised
2d	Second
ser.	Series
Supt.	Superintendent
suppl.	Supplement
tab.	Table, tables
3d	Third
t.-p.	Title-page
tr.	Translated, translation, translator
U. S.	United States
v.	Volume, volumes

Abbreviations for places of publication

Alb.	Albany
Balt.	Baltimore
Bost.	Boston
Camb.	Cambridge
Chic.	Chicago
Cin.	Cincinnati
Edin.	Edinburgh
Eng.	England
Lond.	London
Milw.	Milwaukee
N. Y.	New York

Phil.	Philadelphia
San Fran.	San Francisco
Wash.	Washington

List of publishers, with their abbreviations, to be used without place

Allyn	Allyn & Bacon
Amer. bk	American book company
A. L. A.	American library association
Appleton	D. Appleton & company
Barnes	A. S. Barnes & company
Blakiston	P. Blakiston's son & company
Bobbs-Merrill	Bobbs-Merrill company
Boni	Albert & Charles Boni
Boni & Liveright	Boni & Liveright
Burt	A. L. Burt company
Century	Century company
Crowell	T. Y. Crowell company
Day	John Day co.
Dodd	Dodd, Mead & company
Doubleday	Doubleday, Page & company
Duffield	Duffield & company
Dutton	E. P. Dutton & company
Funk	Funk & Wagnalls company
Ginn	Ginn & company
Grosset	Grosset & Dunlap
Harcourt	Harcourt, Brace & company
Harper	Harper & brothers
Heath	D. C. Heath & company
Hinds	Hinds, Hayden & Eldredge
Holt	Henry Holt & company
Houghton	Houghton Mifflin company
Judd	Orange Judd publishing company
Knopf	Alfred A. Knopf
Lippincott	J. B. Lippincott company
Little	Little, Brown & company
Longmans	Longmans, Green & company
Lothrop	Lothrop, Lee & Shepard company
McClurg	A. C. McClurg & company
McGraw-Hill	McGraw-Hill book company
Macmillan	The Macmillan company
Minton Balch	Minton, Balch & company
Morrow	William Morrow & co.
Munn	Munn & company
Page	L. C. Page & company
Putnam	G. P. Putnam's sons
Rand	Rand McNally & company
Revell	Fleming H. Revell & company
Saunders	W. B. Saunders company
Scott	Scott, Foresman & company
Scribner	Charles Scribner's sons
Silver	Silver, Burdett & company
Small	Small, Maynard & company
Spon	Spon & Chamberlain
Stokes	F. A. Stokes company
Van Nostrand	D. Van Nostrand company
Viking press	Viking press, inc.
Westermann	B. Westermann co.
Wiley	John Wiley & sons
Wilson	H. W. Wilson company
World bk	World book company

Appendix III

LIST OF REFERENCES ON CATALOGING, AND OF AIDS FOR THE CATALOGER

The following is not intended to be complete, but only lists the most useful material on the subjects, and that which is best adapted to and possible to secure in the small library.

References on cataloging

Bishop, W. W. Practical handbook of modern library cataloging; 2d ed. Balt. Williams, c1924.

Contents include chapters on Subject headings, Use of printed catalog cards, and Cataloging method.

Blackall, E. W. Analytic entries in card catalog of the small library. New York Libraries, 8:80-82, May 1922.

Defines the term analytic, tells why they are especially needed in small collections, what types of books have the most valuable material for analyzing, when and how they should be made. The sample forms given differ somewhat from those given in this manual, as they are not on the unit card plan.

Hawkins, E. E. Analyzing books for a small library. New York Libraries, 2:261-262, July 1911.

Practically the same article will be found in Public Libraries, 16:375-376, Nov. 1911.

Gives reasons for analyzing and fundamental principles governing cases when it should be done.

Howe, H. E. The catalog. A. L. A., 1927. Manual of library economy, number XIX. pam.

This pamphlet discusses briefly the use of the catalog, its form, its kind, subject headings, printed catalog cards, equipment for the card catalog.

James, M. S. R. Card catalog guides. Public Libraries, 7:229-230, June 1902.

Describes guide cards briefly and simply, tells their value, and recommends the use of printed ones.

Turner, H. P. Who catalogs the small library? Public Libraries, 27:472-474, Oct. 1922.

Also published in A. L. A. Bulletin, Papers and proceedings, 44:245, 1922.

The catalog must be accurate and simple. This fact is emphasized in this article, also that the catalog is very important in a small library, as, where there is little material, it must all be available.

Rules useful for reference in connection with this manual

American library association. Catalog rules; author and title entries; comp. by committees of the American library association and [British] library association. A. L. A., 1908.

Includes definitions of technical terms used in cataloging, rules for author headings, titles, imprint, collation, series note, contents, notes, capitals, punctuation, figures, and list of abbreviations used on catalog cards.

Aids for classifying

A. L. A. catalog, 1926. A. L. A., 1926.
This catalog gives the Dewey Decimal classification number for each book listed. The A. L. A. catalogs for 1904, 1904-1911 and 1912-1921 also give the classification number for each book.

Bacon, Corinne. Classification; rev. A. L. A., 1925. Manual of library economy, number XVIII. pam.
Containing a definition of the term classification, historical introduction to the subject, and a brief account of the Subject (Brown), Library of Congress, Expansive (Cutter), and Decimal (Dewey) classification schemes. Also gives some rules for classifying.

Booklist: a guide to the best new books. A. L. A., 1905-date.
This gives the Dewey Decimal classification number for each book listed.

Bostwick, A. E. The American public library; 3d ed. rev. & enl. Appleton, c1923. p. 162-176.
A general discussion of classification, its meaning and value.

Dana, J. C. A library primer. Bost. Library bureau, c1920. p. 97-111.
Good general article, with special reference to the Dewey Decimal classification scheme.

Sayers, W. C. B. An introduction to library classification: theoretical, historical, and practical; 2d ed. rev. Wilson, 1922.
Gives the reader a general view of the subject. Includes "A short course in practical classification with special reference to the Decimal and Subject schemes."

Expansions of the Dewey Decimal classification for Special Subjects

Allen, C. A. An extension of the Dewey system of classification as applied to mining. (Colorado school of mines. Quarterly, v. 7, no. 3, Oct. 1912.)

Black, C. E. Outline of classification of medicine. Journal of the American Medical Association, 52:762-767, Mar. 6, 1909.

Elliott, J. E. Business library classification with index; general ed. with expanded section for financial libraries. Chic. Indexers press, c1923.
"The base of this scheme is similar to the various decimal systems, now in print, of which the Dewey Decimal classification is the original."—Pref.

Reitman, Bronislaw. Dewey expansion for foreign relations. Library Journal, 51:567-568, June 15, 1926.

Ricker, N. C. An extension of the Dewey Decimal system of classification applied to architecture and building. Urbana, Ill. Pub. by the university, 1906. (University of Illinois bulletin, v. 4, no. 5, pt. 2.)

Smith, C. W. An expansion of the Dewey Decimal classification for the history of the Pacific Northwest. Washington Historical Quarterly, 2:146-160, Jan. 1908.

Aids for authors' full names

A. L. A. catalog, 1926. A. L. A., 1926.
The A. L. A. catalogs for 1904, 1904-1911, and 1912-1921 also are valuable aids for authors' full names.

Booklist: a guide to new books. A. L. A., 1905-date.

Century cyclopedia of names, 1894-1900. Century, 1914.

Children's catalog; 3d ed. rev. & enl. A dictionary catalog of 4100 books; comp. by M. E. Sears. Wilson, 1925.

Who's who: an annual biographical dictionary. Macmillan, 1849-date.

Who's who in America: a biographical dictionary of notable living men and women of the United States. Chic. Marquis, 1899-date.

General encyclopedias and those on special subjects, e.g. Music encyclopedias, special biographical dictionaries, U. S. catalog series, and periodical indexes are also very useful aids for finding authors' full names.

Aids for assigning subject headings

General

A. L. A. catalog, 1926. A. L. A., 1926.
Also the A. L. A. catalogs for 1904-1911 and 1912-1921.

Booklist: a guide to new books. A. L. A., 1905-date.

Mann, Margaret. Subject headings for use in dictionary catalogs of juvenile books. A. L. A., 1916.

Readers' guide to periodical literature: an author, title, and subject index to 107 of the most popular periodicals useful for reference. Wilson, 1900-date.

Sears, M. E. List of subject headings for small libraries; comp. from lists used in nine representative small libraries; 2d ed. rev. Wilson, 1926.

U. S. catalog series: an author, title, and subject catalog of American books as they are published. Wilson, 1912-date.

Special

Agricultural index: a subject index to the contents of 126 agricultural periodicals, American and foreign, also to many bulletins, pamphlets, and government reports. Wilson, 1916-date.

Index medicus: a quarterly classified record of the current medical literature of the world. Wash. Carnegie institution, 1879-date.

Index to legal periodicals and law library journal: an author and subject index to about 67 legal periodicals, also several bar association reports. Wilson, 1909-date.

Industrial arts index: a subject index to the contents of 192 trade, technical, and engineering periodicals, society transactions and reports. Wilson, 1913-date.

Public affairs information service. Bulletin. N. Y., P. A. I. S., 1915-date.

Quarterly cumulative index to current medical literature. Chic. Amer. medical assoc., 1917-date.

Aids for arranging cards in a catalog

Childs, J. B. Rules for alphabetical filing by words in the dictionary catalog of a library together with "Manchester," a specimen of such filing suitable for use in arranging a dictionary catalog. Urbana, Univ. of Ill. library school, 1921 (Jan. 1922 revision) Mimeographed.
Simple rules and examples of actual alphabetical filing.

Pittsburgh. Carnegie library. Rules for filing cards; 3d ed. Pub. by the library, 1926.
Clearly stated rules and many helpful examples.

INDEX

Abbreviations, arrangement, 70-71; in collation, 30; list of, 88-89; places of publication, 88-89; publishers without place, 89.
Accession, defined, 85.
Accession number, 52, 79; defined, 85.
Accession record, 79-80; book, 79, 81; defined, 85; method of accessioning, 79-80.
Added entry, defined, 85; *see also* Secondary catalog cards.
Alphabetizing, *see* Arrangement of cards.
Alternative title, *see* Titles, alternative.
A. L. A., address, 83.
A. L. A. catalog, 1904-1911, 17, 19.
A. L. A. catalogs, 7; 11, 14, 17.
A. L. A. code, quoted, 12.
Analytic cards, 43-44; arrangement, 71; author, 44; defined, 44; Library of Congress cards used for, 76, 78; sample cards, 44-46, 64; subject, 44; title, 44; tracing, 51.
Analytic, defined, 85.
Annuals, *see* Continuations.
Anonymous books, 16, 19; defined, 85; fiction, 19; sample cards, 19.
Anonymous classics, 15.
Arrangement of cards, 70-73; aids for, 92.
Articles, disregarded in arrangement of cards, 71.
Author arrangement, 71-72.
Author card, defined, 18, 85.
Author card for fiction, sample cards, 18, 19, 60-63.
Author card for non-fiction, sample cards, 21-25, 64.
Author, general rule for, 20.
Author indention, *see* First indention.
Author numbers, *see* Book numbers.
Authority list, *see* Subject authority list, Subject heading lists.
Authors' full names, aids for, 91-92.
Authors, joint, *see* Joint authors.
Authors' names, rules for, 12-14, 27, 51.
Bacon, Corinne, quoted, 7, 10.
Bible, 15; arrangement, 72.
Biography, modification of Dewey Decimal classification for, 10.
Bodies, entry of, *see* Names of organizations.
Book numbers, 11; defined, 85.
Book Review Digest, 11.
Booklist, 7, 11, 14, 17, 27.
Books for catalogers, 83-84.
"Bound with" note, sample cards, 61-64.
Call number, *see* Classification number.
Capitals in book title, 20.
Card catalog cabinets, 83.
Card catalog, defined, 85.
Card subject heading list, *see* Subject authority list.
Catalog cabinets, *see* Card catalog cabinets.
Catalog cards, 81.
Catalog guide cards, *see* Guide cards.
Catalog (of books), defined, 85.
Cataloging supplies, 81-84.
Classification aids, list of, 91; their use, 11.
Classification, defined, 7, 85; method of, 8-9, 10; reasons for, 7; rules for, 9-10.
Classification number, position of, on card, 26, 51, 68.
Classification scheme, *see* Dewey Decimal classification scheme.
Collation, defined, 29, 85; rules for, 29-30, 68; sample cards, 21-25.
Compiler, 42-43; defined, 85.
Compiler as author, rule for, 27.
Compound surnames, *see* Surnames.
Congress, Library of, *see* Library of Congress.
Congresses, arrangement, 72.
Contents, rule for, 31; sample cards, 23-24, 42, 64.
Continuations, 65-69; defined, 85; examples of, 65-67; rules for, 68; sample cards, 66-67, 69; shelf-listing, 68-69.
Copyright date, defined, 85.
Corporate entry, *see* Names of organizations.
Cross references, *see* Name references, Subject references.
Cutter, C. A. code, quoted, 13; *Three-figure alphabetic order table,* 11, 84
Cutter number, *see* Book numbers.
Dana, J. C., quoted, 7.
Date, *see* Copyright date, Imprint date, Introduction date, Preface date.
Decimal classification, *see* Dewey Decimal classification.
Definitions of technical terms used, 85-87.
Democrat Printing Company, address, 81.

Dewey *Abridged decimal classification,* 7, 83.
Dewey *Decimal classification,* 7, 83; changes from, 10-11; expansions of, 91.
Dewey Decimal classification scheme, 7-8, 83; form divisions, 8.
Dewey *Outline decimal classification,* 7, 83.
Documents, *see* Government publications.
Edition, defined, 85; rule for, 28; sample card, 22.
Editor, 42-43; defined, 85.
Editor as author, rule for, 27; sample card, 25; sample title-page, 26.
Editor of series, *see* Series editor.
Encyclopedias, general, 67.
Entry, defined, 86.
Entry word, *see* Filing word.
Epics, 15.
Erasers, 83.
Explanatory title, *see* Titles, explanatory.
Extension card, defined, 86; rule for, 31; sample cards, 25, 42.
Family names, *see* Surnames.
Fellows, J. D., code, quoted, 14.
Fiction, 17-20; items on the catalog cards, 17; Library of Congress cards not used for, 77; rules for cataloging, 20; sample cards, 18, 19, 53, 60-64; sample title-page, 17.
Figures in title, 20.
Filing, *see* Arrangement of cards.
Filing word, defined, 86.
Firms, arrangement, 72.
First indention, 20; defined, 86.
Forenames, arrangement, 72.
Form division, defined, 86; of a subject, 33, 35; *see also* Dewey Decimal classification scheme.
Gaylord Bros., address, 81.
Government publications, 54-55, 59; example, 58; personal author, 59; rules for, 55, 59.
Guide cards, 81-82; arrangement, 82; defined, 86; printed, 82; sample card, 82.
Heading, defined, 86.
History, arrangement, 72.
Hyphened words, arrangement, 72.
Illustrations, *see* Collation.
Illustrator, 42-43.
Imprint date, 29; defined, 86.
Imprint, defined, 28, 86; different dates in different volumes, 65; place of publication, 29; publisher, 28; rules for, 28-29, 52, 68; sample cards, 21-25; *see also* Places of publication, Publishers.
Indention, *see* First indention, Second indention.
Initials, arrangement, 73.
Institutions, publications, 55, 56, 68; example, 58.
Introduction date, defined, 86.
Joint authors, defined, 86; rule for, 27-28; sample card, 24, 40, 43, 52; sample title-page, 24.
Library Bureau Division, address, 81.
"Library has" statement, 68.
Library of Congress cards, 74-78; adapting for use in catalog, 77-78; advantages of using, 76-77; analysis of items on cards, 74-75; defined, 74; ordering, 78; sample cards, 74-75.
Magazines, *see* Periodicals.
Main card, defined, 86.
Mann, *Subject headings for use in dictionary catalogs of juvenile books,* 14, 34, 83; make-up of book, 36, 37; reproduction of part of page of, 35-36; scope, 36.
Married women, 13.
Memorandum of cards made, *see* Tracing.
Miscellaneous bodies, publications, 55-57.
Miscellaneous supplies, 82-83.
Monthly Bulletin of the Carnegie Library of Pittsburgh, 11.
Monthly Bulletin of the St. Louis Public Library, 11.
Name references, 14, 48; sample cards, 48; tracing, 51.
Names of organizations, 54-59; rules for, 55, 57-58.
Names of persons, 12-14; arrangement, 73; *see also* Authors' names, Forenames, Married women, Noblemen, Surnames.
Noblemen, 13.
Non-fiction, rules for cataloging, 26-31; sample cards, 21-25, 40-47, 52, 64; sample title-pages, 21-24, 26.
Notation, defined, 86.
Notes, rules for, 30-31, 44, 68; sample cards, 22, 25, 44-46, 61-64, 69.
Novels, *see* Fiction.
Numerals, arrangement, 73.
Periodicals, bound, 67.
Personal names, *see* Forenames, Names of persons, Surnames.
Place, arrangement, 73.
Places of publication, abbreviations, 88; *see also* Imprint.
Preface date, defined, 86.

Prefixes, surnames with, *see* Surnames with prefixes.
Pseudonyms, 14.
Public documents, *see* Government publications.
Publication, place of, *see* Imprint, Places of publication.
Publishers, abbreviations, 89; used without place, 89; *see also* Imprint.
Punctuation marks, 20; arrangement, 73.
Reference cards, 48-49.
Reference, defined, 86.
References, *see* Name references, Subject references.
References on cataloging, list of, 90.
Rubber stamps, 82.
Sacred books, 15.
Sayers, W. C. B., quoted, 9-10.
Sears, M. E., *List of subject headings for small libraries,* 34, 84; make-up of book, 34-35, 37; reproduction of part of page of, 34-35.
Second indention, 20; defined, 86.
Secondary catalog cards, 40-53; compiler, 42-43; editor, 42-43; illustrator, 42-43; joint author, 42-43; Library of Congress cards used for, 78; rules for, 43; sample card, 43; translator, 42-43.
Secondary entry, defined, 40.
"See also" references, 37.
"See references," *see* Subject references.
Series, defined, 86.
Series editor, sample card, 47.
Series entry, 46-48; defined, 46; rule for, 47; sample cards, 47.
Series note, defined, 30, 86; rule for, 30; sample card, 23.
Sets, 60-65; rule for, 60; sample cards, volumes catalogued separately, 60-64; sample cards, volumes cataloged together, 64; sample title-page, 64.
Shelf-list, arrangement, 52-53; continuations, 68-69; defined, 51, 86; encyclopedias, 67; fiction, 53; Library of Congress cards not recommended for, 78; periodicals, 67; rules for, 51-53; sample cards, 52-53, 69; uses of, 51, 69.
Societies, publications, 56, 57, 68.
Source of a book, defined, 86.
Spacing, author heading, 20; imprint, 29; title, 20.
Standard Catalog Bimonthly, 11.
Subject (as subhead), arrangement, 73.
Subject authority list, 38; sample card, 39.
Subject cards, 41-42; defined, 87; for continuations, 66; rule for, 41; sample cards, 41-42.
Subject heading lists, 34-38; checking, 36; checking, examples, 34-36; reproduction of part of page of, 34-36; use of, 34-35.
Subject headings, 32-39; aids for assigning, 38, 39, 92; choice of, 32-34, 37, 38; color, 42; defined, 87; determining the subject, 32; punctuation, 41; spacing, 41; subdivisions of a subject, 33.
Subject indention, *see* Second indention.
Subject references, 36-38; checking, 38; rule for, 49; sample card, 49; tracing, 51.
Surnames, compound, 13; with prefixes, 13; *see also* Names of persons.
Thread for tying cards, 82.
Title as main entry, 68; sample cards, 19, 66-67.
Title card, defined, 18, 87.
Title card for fiction, 18; sample card, 18, 60.
Title card for non-fiction, 40-41; sample cards, 40.
Title indention, *see* Second indention.
Title-page, defined, 87.
Title, rules for, 20, 27-28, 51.
Title, same work published under different titles, sample card, 25; sample title-page, 26.
Titles, alternative, 20; explanatory, 20; fullness of, 20; rules for, 18, 27; use of figures in, 20.
Tracing, defined, 49, 87; rules for, 49-51; sample cards, 50; use of, 49.
Tracing subject references, *see* Subject heading lists, checking.
Translator, 42-43.
Two or more works bound together, different authors, 62; same author, 61-63; sample cards, 61-64.
Tying cards together, 31.
Typewriter, 83.
Volumes, 23-24; in collation, 23; rule for, 29; *see also* Collation.
Who's who in America, 27.
Wilson, H. W., Co., address, 84.
Wisconsin Library Bulletin, 11.
Wisconsin, University, Library school code, quoted, 15.
Women, married, *see* Married women.
Yearbooks, *see* Continuations.

Simple Library Cataloging—Akers

SHEET OF ADDITIONS AND ERRATA

p. 14. Rule 6-7. Ex. Four typewriter spaces (one centimeter) between comma after "George" and "pseud."; also between "Mark" and "pseud." and between "George" and "first baron."

p. 20. Rule 3. Last paragraph. Add: "Exception: on the title card if the title runs over on the following lines it continues at the second indention so that the author may stand out."

p. 23. Card no. 7. Title should be indented to the 5th letter, not the 4th. There should be four typewriter spaces between the title and the imprint; and one space between the period after maps and the series note. — four spaces (Miss Curtis).

p. 24. Card no. 9. "See next card" is one line too low on the card. Carry last line of contents over to card 2.

p. 25. Card no. 12. Insert: "ancient" after "Children of" in the note.

p. 28. End of first line. Insert: "give the name of the first, the phrase, *and others,* and give their names."

p. 29. Rule 5. At end of paragraph add: "On the title card the number of volumes is to be given on the line below the author, second indention as usual."

p. 30. End of last paragraph insert: "Give inclusive paging for bibliographies."

p. 35. Delete the check (✓) to left of "Paper cutting" in the black-faced type list.

p. 41. Second paragraph under heading "Subject cards," second line, insert after word "line": "above the author (two lines above if heading will require two lines)." Next sentence change word "first" to "second."

p. 42. Card no. 18. Change semicolon after "Lincoln" to comma.

p. 43. Second paragraph, third line, cross out "top" and "of the card." Insert: "above the author" after "line."

p. 44-45. Cards 20-21. Series note should begin at the second indention.

p. 47. End of line 7 insert: "omitting explanatory and alternative titles." Card 26. Insert period after "Johnson."

p. 48. Card 29. Insert "George" after "Edward" on first and third lines.

p. 50. Card 33. Cross out "of society."

p. 51. End of first paragraph insert: "Card for a reference under the editor of a series is traced by the editor's surname on the back of the series card."

p. 52. Add below Rule 5: "6. In the case of individual biography write the biographee's name above the author as on a subject card." After "author," third line from foot of page insert: "except individual biography which is arranged alphabetically by biographee."

p. 66. Card 46. Insert: "N. Y." before "World press."

p. 66-67, 69. Cards 47-48, 50. Insert "Chic." before "Crain and Marquis."

p. 67. Card 48. Change "United States" to "U. S."

Rm 107 - Cat 13

T5-CVH-483